**PAULSBORO PUBLIC SCHOOLS**

**Monday, October 24, 2016**

**MINUTES**

**REGULAR MEETING**

Ms. Eastlack reading the following called a Regular Meeting of the Paulsboro Board of Education to order on the above date: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As Vice President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. The meeting was called to order at approximately 7:00p.m.by pledging allegiance to the flag with the following members present: Ms. Eastlack, Mr. Hamilton, Mr. Hughes, Greenwich Township Representative, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger (Arrived, 7:20pm), Mrs. Stevenson and Mr. Walter. Ms. Dunn and Mr. Lisa were absent. Also present were Dr. Laurie Bandlow, Superintendent, Ms. Johnson, Business Administrator / Board Secretary, and Ms. Taylor Brady, Student Representative.

**PRESENTATION**

1. Student of the Month Awards for September 2016 were given by Junior High School Principal, Mildred Tolbert, and High School Principal, Paul Morina.

|  |  |
| --- | --- |
| **Paulsboro Junior High School** | **Paulsboro High School** |
| **Tyree Thomas – Grade 7****Jasmine Jacotin – Grade 7****Raquel Blair – Grade 7****Heaven Slusarski - Grade 8****Tiaja Tillery - Grade 8****Christian Sparks - Grade 8** | **Nicholas Worstall – Grade 9****Musharraf Khan – Grade 10****Melissa Clegg – Grade 11****Samson Beaver – Grade 12** |

1. Mrs. Rebecca Richardson provided an update on the Gifted and Talented Program.

**PUBLIC COMMENTS And PETITIONS**

Christine Goss, thanked the board for the new *Parents / Guardians Drop Off and Pick Up* procedure that addressed the concerns for the safety for their children at Loudenslager Elementary School. She appreciated how quickly the new changes were implemented and that it was running smoothly.

**NEW BUSINESS**

1. New Jersey School Boards Association Convention – Meeting of the Board of Education

The annual convention of the New Jersey School Boards Association (NJSBA) is scheduled for Tuesday, October 25, 2016 – Thursday, October 27, 2016. Reservations have been made at Harrah’s Resort for members of the Board of Education. Ms. Jennifer Johnson has compiled a packet of information for each Board member attending. This will identify all hotel information and workshops available. The Superintendent would like to encourage the Board to sign up for SCHED which will allow you to create a personalized schedule. **(Attachment)**

1. Dr. Bandlow has been inducted into the New Jersey Council of Education on Friday, October 14, 2016. The New Jersey Council of Education was established over 125 years ago as a “cadre of eminent educators” to promote the cause of public education in New Jersey. The Council provides a forum for thoughtful discussion of educational issues and the corresponding social, economic and political conditions and policies which set the framework for implementing effective education. With a limited active membership of 300 persons the new applicants must have completed at least five years of experience in administration as defined by the categories listed in the Constitution. The last three years of this administrative experience must have occurred in New Jersey

**OLD BUSINESS**

1. Negotiations Update – PEA (Paulsboro Education Association)

The Board of Education Negotiations Committee met with the PEA Negotiations team on Thursday, October 13, 2016. Our next meeting will be Monday, November 21, 2016.

1. Member of the community, Borough Officials, Administrators, staff, and parents collaborated through committees to develop five goals for the Paulsboro Strategic Plan. The goals are as follows:

Goal #1: To support the staff to create a safe, nurturing and interactive learning environment that fosters all learning, that correlates to state mandated guidelines to successfully integrate students into society.

 Goal #2: To reach the 21st century parent to create the 21st century learners.

Goal#3: Create a district wide environment within the school community that is equitable for all.

Goal#4: Examine all avenues to secure more funding to supplement state and federal financing for education and facilities.

 Goal#5: Improve the perception of the Paulsboro School District.

**REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR (Attachment)**

Motion was made by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation to approve the following:

**Recommend approval of Minutes *(Attachments*)** Executive Minutes August 29, 2016

Regular Meeting September 26, 2016

 Executive Minutes September 26, 2016

**Recommend approval of the Cash Receipts Report (*Attachment)***

**Recommend approval of the budget transfers (*Attachment)***

**Recommend payment of bills that are duly signed and authorized. (*Attachment)***



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

***Pursuant to NJAC 6A:23A-16.10(c)2***, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of Revised August 31, 2016.





Monday, October 24, 2016

**Recommend adoption of the following resolution**: Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of August 31, 2016, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

ROLL CALL

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

Motion Carried

**Report Of The Superintendent**

**PERSONNEL**

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation

to approve items A - L:

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

Teachers. (**Attachment**)

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

1. Recommend approval for the following custodians to hang their boiler licenses for the 2016-2017 school year with a stipend of $694.00 as per agreement with the Paulsboro Education Association.

 Wayne Farrow Nancy O’Brien Kathleen Parks

 Michael Robinson

1. Recommend approval of the following bus aides for the 2016-2017 school year at Step 1 - $10.56 per hour. This is retroactive back to September 8, 2016.

 Theodore Garretson Lillian Wood

1. Recommend approval of Brittany Loftin as a substitute bus/classroom aide at a rate of $8.38/hour to be used on an as needed basis for the 2016-2017 school year. This recommendation is contingent on successful completion of the Criminal History Background Review.
2. Recommend approval to transfer Lisa Kuhnel-Prangler, Paulsboro High School Teacher, to the position of District Language Arts/Social Studies Coach for the 2016-2017 school year.
3. Recommend appointment of Part-Time Clerk, Tahje Thomas to the position of Website Content Administrator for the 2016-2017 school year at a salary of $3,300 prorated.

Informational: The position of Website Content Administrator has ongoing duties to receive recommended content, rewrite/write content, edit content, etc. then upload the materials to the websites. Mr. Thomas is replacing Susan Schaffer who has resigned from the district.

1. Recommend approval to accept the resignation with intent to retire from the Secretary to the Superintendent, Lynne Green effective December 31, 2016.

Informational: Ms. Green has served as a secretary in the district for 22 years.

1. Recommend approval to accept the resignation with intent to retire from the Paulsboro High School Teacher, Elizabeth Reilly effective January 1, 2017.

Informational: Ms. Reilly has served as a teacher in the district for 43 years.

1. Recommend approval of a medical leave of absence for Paulsboro High School Teacher, Lisa Kuhnel-Prangler as follows:

Dates of Leave Terms and Conditions of Leave

Wednesday, September 14, 2016 – With pay and benefits by use of the Federal Family Friday, September 30, 2016 Leave.

1. Recommend approval of a medical leave of absence for Paulsboro High School Teacher, April Lowery as follows:

Dates of Leave Terms and Conditions of Leave

Tuesday, September 27, 2016 – With pay and benefits by use of accumulated sick

Monday, October 3, 2016 leave as well as the concurrent use of the Federal Family Leave.

1. Recommend approval of a medical leave of absence for Paulsboro High School Custodian, Thomas Gouse as follows:

Dates of Leave Terms and Conditions of Leave

Tuesday, September 27, 2016 – With pay and benefits by use of accumulated sick

Saturday, October 1, 2016 leave as well as the concurrent use of the Federal Family Leave.

1. Recommend approval of a medical leave of absence for Loudenslager School Custodian, Daniel Moore as follows:

Dates of Leave Terms and Conditions of Leave

Thursday, September 20, 2016 – With pay and benefits by use of the Federal Family

Thursday, October 20, 2016 Leave.

ROLL CALL

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

Motion Carried

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve item M:

1. Recommend approval of a medical leave of absence for Loudenslager School Custodian, Daniel Moore as follows:

Dates of Leave Terms and Conditions of Leave

Thursday, September 20, 2016 – With pay and benefits by use of accumulated sick, Thursday, October 20, 2016 personal, and vacation leave as well as the

 concurrent use of the Federal Family Leave.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson and Mr. Walter voting 7 YES.

Motion Carried

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation

to approve items A - E:

1. Recommend approval of the attached QSAC (Quality Single Accountability Continuum) SOA (Statement of Assurances) and the DPR (District Performance Review) for the 2016-2017 school year. (**Attachment**)

Informational*:* The Quality Single Accountability Continuum (QSAC) is the Department of Education’s monitoring and evaluation system for public school districts. It is a system that consolidates and incorporates the monitoring requirements of applicable state laws and programs, focusing on five key components. All districts must submit the Statement of Assurance (SOA) files through NJ Homeroom by November 15, 2016. In addition, Paulsboro School District will be undergoing a FULL QSAC (Quality Single Accountability Continuum) review.  Therefore, the attached QSAC DPR (District Performance Review) is required this year, along with the SOA (Statement of Assurance.)  Both are due November 15, 2016.

1. Recommend approval of Paulsboro High School Counselor, Melba Moore-Suggs to attend Human Trafficking in New Jersey Schools on November 18, 2016 at Gloucester County Institute of Technology, New Jersey. There is no cost to the Board of Education.

Informational: The goal of the symposium is to share prevention strategies, raise awareness on the warning signs of this crime, and make clear how to respond when a student is an apparent victim.

1. Recommend approval of Paulsboro High School Counselor, Melba Moore-Suggs to attend Discover the Rowan Connection on November 9, 2016 at Rowan University. There is no cost to the Board of Education.

Informational: This is a professional development forum for all high school counselors in Southern New Jersey.

1. Recommend retroactive approval of Paulsboro High School Teacher, Lisa Broder to attend Southern Region SeaPerch (Navy robotics) Training on October 14, 2016 at Rutgers University, New Brunswick. Cost to the Board of Education is $59.13 for mileage and $120.00 for a substitute teacher for a total cost of $179.13.

Informational: Ms. Broder will incorporate the knowledge she acquires from the program into her Robotics course at Paulsboro High School.

1. Recommend approval of Earl McEwen, Maintenance, to attend Lead Renovator Certification Initial on November 11, 2016 in Pennsauken, NJ. Cost to the Board of Education is Registration of 225.00 only.

Informational: To work towards completely eliminating the hazardous effects lead poisoning can have, the Environmental Protection Agency (EPA) has issued a new certification required for all contractors, renovators, and painters who work in pre-1978 homes and/or child occupied facilities.

ROLL CALL

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

Motion Carried

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation

to approve items F - H:

1. Recommend approval of Loudenslager Elementary School Principal Matthew Browne to attend Cohort 3 of the New Jersey Leadership Academy on October 6, 2016, November 15, 2016 and December 19, 2016 at the Foundation for Educational Administration and the New Jersey Principals and Supervisors Association in Monroe Township. There is no cost to the Board of Education.

Informational: The New Jersey Leadership Academy provides support for new practicing administrators throughout the state of New Jersey.

1. Recommend approval of Billingsport Early Childhood Center Teacher, Anthony DellaVecchia to attend Games & Activities to Enhance our Physical Education Program at Rutgers Cooperative Extension in Clayton, New Jersey on November 4, 2016. Cost to the Board of Education is $25.00 for registration and $120.00 for a substitute teacher for a total cost of $145.00

Informational: Each of these skill related activities offer every child the opportunity to be successful and work at their own skill level and pace.

1. Recommend approval to pay each Bus Driver, Bus Aide and Playground Aide up to six hours at their contracted hourly rate in order to provide time for them to complete the online professional development mandated by the New Jersey Department of Education.

Informational: These employees do not have any time available during the school day to complete the mandated professional development modules.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson and Mr. Walter voting 7 YES.

Motion Carried

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 80 |
| 10 | 77 |
| 11 | 79 |
| 12 | 97 |
| TOTAL | **333** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 74 |
| 8 | 77 |
| TOTAL | **151** |

1. The following are class enrollments for Billingsport Early Childhood Center and Loudenslager Elementary School:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** | **GRADE** | **ENROLLMENT PER CLASS****LOUDENSLAGER ELEMENTARY SCHOOL** |  |
| Pre-School Disabled | 7 |  |  |  |  | 3 | 21 | 22 | 21 |  |  |
| Pre-school | 15 | 15 | 15 | 14 |  | 4 | 23 | 24 | 23 |  |  |
| K | 19 | 20 | 20 | 20 | 19 | 5 | 13 | 12 | 17 | 19 |  |
| 1 | 22 | 1 | 22 | 23 |  | 6 | 22 | 20 | 20 | 21 |  |
| 2 | 22 | 22 | 21 | 22 |  | Special Education | 5 |   |  |  |  |
| Special Education |  | 13 | 11 | 2 |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  | **365** | TOTAL |  |  |  |  | **283** |

**TUITION**

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation

to approve items A – C 1.

1. Recommend approval for Paulsboro Public Schools to enter into Transportation Contracts with other Local Education Agencies for transportation of students throughout the fiscal year 2016-2017.
2. Recommend approval for $2,250.00 per student tuition cost to attend Gloucester County Institute of Technology (GCIT) for thirty (30) students in the amount of $67,500.00.
3. Recommend approval for out of district tuition placements for extended school year, 2016-2017 school year, and additional services identified in their Individual Educational Plan in the amount of $1,819,410.64 encumbered through October 19, 2016.
4. The amount above includes eight (8) high school students attending extended school year and fifteen (15) out of district placements for the 2016-2017 school.

ROLL CALL

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

Motion Carried

Motion by Walter, seconded by Hamilton to accept the Superintendent’s recommendation to approve items

 C 2. – 4.:

1. The amount above includes thirty-seven (37) elementary school students attending extended school year and five (5) out of district placements for the 2016-2017 school.
2. The amount above includes Nursing Services for an elementary student contracted with Bayada Pediatrics in the amount of $79,200.00.
3. The amount above includes Nursing Services for an elementary student contracted with Preferred Home Health Care in the amount of $80,080.00.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mrs. Lozada-Shaw (\*Abstained), Mrs. Priest, Mr. Ridinger (\*Abstained), Mrs. Stevenson (\*Abstained) and Mr. Walter voting 4 YES; 3 ABSTENTION.

Motion Carried

**INSTRUCTIONAL SERVICES**

Motion by Hamilton, seconded by Walter to accept the Superintendent’s recommendation

to approve items A - C:

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

|  |  |  |
| --- | --- | --- |
| **Student Case #** | **Grade:** | **Hours of Instruction** |
| 170930 | 12 | Student at Paulsboro High School. Student was placed on home instruction due to medical issues. Student will receive five hours of home instruction per week, for a minimum of 6 weeks. |

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

1. Recommend approval of the following tuition and/or transportation costs for students who are homeless:

| **Student Case #** | **School/Grade** | **District Responsible/Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| --- | --- | --- | --- | --- | --- |
|  2556 | Paulsboro High School/Grade 12 | Paulsboro | Runnemede | n/a | Paulsboro will provide |
| PHS1617001 | Paulsboro High School/Grade 11 | Paulsboro | West Deptford | n/a | Paulsboro will provide |
| PHS1617002  | Paulsboro High School/Grade 12 | Paulsboro | West Deptford | n/a | Paulsboro will provide |
| PHS1617003 | Paulsboro High School/Grade 11 | Paulsboro | Deptford | n/a | Paulsboro will provide |
| 2303 | Paulsboro High School/Grade 9 | Paulsboro | Vineland | n/a | Paulsboro will provide |
| PHS1617004 | Paulsboro High School/Grade 9 | Out of State | Paulsboro | $15,324.00 | n/a |
| PHS1617005 | Paulsboro High School/Grade 9 | Out of State | Paulsboro | $15,324.00 | n/a |

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

1. Recommend approval for John Hurst to be a volunteer mentor for Paulsboro Junior and Senior High School.

Informational: Mr. Hurst has been a volunteer mentor for several years at Paulsboro High School and he helps out with the music department. As a volunteer he must always be with a certificated member of the staff when students are present.

ROLL CALL

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

Motion Carried

Motion by Walter, seconded by Hamilton to accept the Superintendent’s recommendation

to approve items D - G:

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

|  |  |  |
| --- | --- | --- |
| **Student Case #:** | **Grade:** | **Hours of Instruction:** |
| 280870 | 2 | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 9/27/2016. |
| 2753 | 5 | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 9/9/2016.  |
| 281439  | 1 | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 9/9/2016. |
| 301871  | K | Student is receiving home instruction through Brookfield School for a minimum of 5 hours/week at $32/hour. Student is attending Inspira Children’s Behavioral Health Center in West Deptford, New Jersey. Start date was 9/21/2016. |

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

1. Recommend approval of the following tuition and/or transportation costs for students who are homeless:

| **Student Case #** | **School/Grade** | **District Responsible/Tuition** | **Living In** | **Tuition Cost** | **Transportation** |
| --- | --- | --- | --- | --- | --- |
| PHSJR1617001 | Paulsboro Jr. High School/Grade 7 | Paulsboro | Somerdale  | n/a | Paulsboro will provide |
| BECC1617001  | Billingsport School/Grade K | Bellmawr | Paulsboro | $15,528.00 | n/a |
| 2627 | Loudenslager School/Grade 4 | Paulsboro | Sewell | n/a | Paulsboro will provide |
| LOUD1617001 | Loudenslager/Grade 6 | Paulsboro | West Deptford | n/a | Paulsboro will provide |
| 2876 | Bankbridge/ Grade PSD | Paulsboro | West Deptford | n/a | Paulsboro will provide |
| BECC1617002 | Billingsport School/Grade K | Millville | Paulsboro | $15,528.00 | n/a |

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

1. Recommend approval of our retired teachers, Nancy Hall and Anita Evans to volunteer in our Billingsport classrooms to assist with small groups of students. The focus will be upon student reading skills. This is conducted in the presence of the classroom teacher.

Informational: Both Nancy Hall and Anita Evans have done this in the past and work to make time in their schedules that benefit our students. Both had been recognized under our “Teacher of the Year Program” and both continue to serve our students with honor.

1. Recommend approval for the following parents of students, Christin Goss, Lisa Horton, and Jeri Clegg at Loudenslager Elementary School to serve as volunteers for the remainder of the 2016-2017 school year. As volunteers they must always be with a certificated member of the staff when students are present.

Informational: The volunteers are parents of students at Loudenslager Elementary School or community members. They help with activities such as fundraisers and the Book Fair.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson and Mr. Walter voting 7 YES.

Motion Carried

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

**STUDENT ACTIVITIES**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve items A - F:

1. Recommend approval to purchase a copy of the *2017 Pegasus Yearbook* for the Gill Memorial Library and Paulsboro Police Department at a cost of $85 per book.

Informational: Members of the Board of Education may order a Paulsboro High School Yearbook. The cost of the yearbook is $85. A deposit of $25 is required at this time in order to reserve a yearbook. Board of Education members may give the deposit to the Business Administrator.

1. Recommend approval to have “Godspell 2012” as the Spring 2017 School Musical on March 17, 18, and 19, 2017.
2. Recommend approval to request a bus/van to transport students to the All South Jersey Auditions at the Salem County Vocational School outside of Woodstown, NJ on November 19, 2016. There are approximately five students and Mr. Aaron Krasting, choir teacher, will chaperone. The only cost to the Board of Education is bus transportation.
3. Recommend approval for the Paulsboro High School Wrestling Team to use the Paulsboro Wrestling Club building located at 541-C Mantua Avenue in Paulsboro when needed during the season. The High School will use the building as needed, but the Junior High School will use it on a daily basis at 3:30PM during the day from November 28, 2016 to March 17, 2017. This building has been used in past years for Paulsboro High School and Paulsboro Junior High School students. Cost to the Board the Education will be $100.00 per week for 14 weeks.

Informational: A valid insurance policy for the wrestling building will be provided.

1. Recommend approval of the attached 2016-2017 winter season sports schedules for Varsity, Junior Varsity and Middle School Wrestling, Varsity, Junior Varsity and Middle School Boys Basketball, and Varsity, Junior Varsity and Middle School Girls Basketball (**Attachment**).

Informational: There are no significant changes in the schedule compared to the 2015-2016 school year.

1. Recommend approval to appoint the following people to serve as unpaid volunteer assistant coaches for the 2016-2017 school year.

Girls’ Basketball: Deshaun Robinson

Boys’ Basketball: Mark Clarke, Darius Quarles

Wrestling: Steve Anuszewski, Nick Morina, Ryan Hoehn, Casper Tortella

Informational: They all served as volunteer assistant coaches during the 2015-2016 school year.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton (\*Abstained Item E), Mr. Hughes, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson and Mr. Walter voting 8 YES.

Motion Carried

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve items G - I:

1. Recommend approval to have visitors to the Loudenslager Elementary School classrooms on Wednesday, November 9, 2016 from the VFW 5579 to talk about Veteran’s Day with the students. The students will have questions about specific wars. Playground aide Mary Bailey is the liaison for this visit.
2. Recommend approval for approximately 60 fifth grade students to attend Rowan University Fossil Park School Dig Event on a date to be determined in the Spring of 2017. It is sponsored by the Paulsboro Refinery. The dig is located at 625 Woodbury Glassboro Road, Sewell. They offer three sessions, two hours each. These sessions include two educational workstations and an opportunity to dig in the quarry. One chaperone for every 10 students will be needed. Cost to the Board of Education is transportation only.
3. Recommend approval for Axeon Specialty Products employees under the leadership of Elaine Battaglia to conduct “Operation Clothe a Child” at Loudenslager Elementary School during December 2016.

Informational: The Axeon Specialty Products employees have conducted this program for the past eight years. To date, they have collected $53,000. Each year, this group of volunteers adopts between 40 and 50 students. The children receive clothing, blankets, toiletries, etc.

ROLL CALL

Roll Call Vote: Ms. Eastlack, Mr. Hamilton, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson and Mr. Walter voting 7 YES.

Motion Carried

**FACILITIES**

Motion by Lozada-Shaw, seconded by Hamilton to accept the Superintendent’s recommendation

to approve item A:

1. Recommend approval of the attached Three Year Comprehensive Maintenance Plan for (Fiscal Year) FY 2015-2016, FY 2016-2017 and FY 2017-2018 (**Attachment**).

Informational: The New Jersey Department of Education requires this plan to be adopted by the Board of Education then submitted on an annual basis. The Supervisor of Facilities Jack Henderson, the Business Administrator Jennifer Johnson and the Superintendent Dr. Laurie Bandlow based the plan on prior year budgets, budget information, items not included in the Regular Operating District (ROD) grant and weekly maintenance updates.

ROLL CALL

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

Motion Carried

**FINANCE**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve item A:

1. Recommend approval for the donation of a Canon EOS 50D Camera ($399.99) with charger, two batteries and a Ruggard 36 DSLR shoulder bag ($34.95) to the Art Department from John R. Hurst. The donation is valued at $434.94.

ROLL CALL

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

Motion Carried

**SCHOOL SAFETY**

Motion by Walter, seconded by Lozada-Shaw to accept the Superintendent’s recommendation

to approve items A - B:

1. Recommend approval to readopt and continue to utilize the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

Informational: The above-mentioned document is mandated by the New Jersey Department of Education. It is a lengthy document so the superintendent did not make a copy for each member of the board. A copy is available in the Office of the Superintendent for review by members of the board.

The Memorandum of Agreement was first developed in 1998. The agreement includes 15 uniform state policies and procedures to ensure cooperation between education officials and law enforcement agencies. The original agreements focused on alcohol and other drug problems. The agreement has expanded to include school safety and security, Harassment, Intimidation and Bullying (HIB), hazing, gang reporting, etc.

Representatives of the police department and school administration will continue to meet as needed. The purpose of these meetings is to review issues related to the Memorandum of Agreement, review procedures, and discuss strategies to maintain good working relations.

1. Recommend approval of the Nurse’s Standing Orders for Students and Athletic Training Standing Protocols for the 2016-2017 school year. (**Attachment**)

Informational: These orders are reviewed and approved by the school nurses and school physician prior to seeking approval by the Board of Education. The Standing Orders are the Physician’s instructions to the School Nurses and Athletic Trainer for the handling of medical issues in the schools. The Standing Orders must be approved annually as required by the New Jersey Department of Education.

ROLL CALL

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

Motion Carried

1. Informational
2. Report of School Security Drills

|  |  |  |
| --- | --- | --- |
| **Type of Drill** | **Notation** | **School** |
| **Paulsboro Senior High School****and****Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/15/16 | 9/12/16 | 9/19/16, 10/18/16 |
| Evacuation (Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually | 9/20/16 - Secure Classroom |  | 9/9/16 |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually |  | 9/19/16 |  |
| Other Drills | Each school must conduct two annually |  | Shelter in Place 10/5/16 | Shelter in Place 10/5/16 |
| Bus Evacuation  | School District (Annually) | 10/13/16-10/14/16 | 10/17/16 | 10/12/16 |
| Bus Evaluation | School Routes (2 Annually) | 10/13/16-10/14/16 | 10/17/16 | 10/12/16 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation

to approve item D:

1. Recommend that the Board of Education confirm the decision of the Superintendent

of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) at Paulsboro Junior High School, Loudenslager Elementary School and Billingsport Early Childhood Center.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature Imposed** | **Other Measure** |
| PHSJR093016001 | 9/30/2016 | Complete | Intentional (w/out hate speech) and designed to harass, intimidate, or bully) | Christie Rego-Konzik, Anti-Bullying Specialist | 1 day Out of School Suspension | Referred to Law Enforcement |
| PHS091616001 | Various | Complete | HIB Victim | Melba Moore-Suggs, Anti-Bullying Specialist | 3 Days Out of School Suspension | Referred to Law Enforcement, target was given another locker, and parent conference |

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, she confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify her 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, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson and Mr. Walter voting 7 YES.

Motion Carried

**POLICY**

Motion by Lozada-Shaw, seconded by Walter to accept the Superintendent’s recommendation

to approve item A:

1. Recommend the second reading and approval of the following Board Policy: (**Attachment)**
	* + Nonresidents – Policy #5118

ROLL CALL

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

Motion Carried

**CONSTRUCTION**

1. Presentation by Clerk of the Works, Marc Kamp, providing an update on phase II projects.
2. School Development Schedule for Reimbursement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request for Reimbursement Schedule for the SDA | Percentage of the Grant | Billingsport | Loudenslager | Paulsboro High School |
| Design Phase Checklist | 10% | 52,015.28 | 178,188.24 | 268,943.50 |
| Construction Completion of 35% | 30% | 156,045.84 | 534,564.71 | 806,830.51 |
| Construction completion of 65% | 40% | 208,061.12 | 712,752.94 | 1,075,774.01 |
| Substantial Construction Completion | 15% | 78,022.92 | 267,282.35 | 403,415.25 |
| Final Completion Checklist | 5% | 26,007.64 | 89,094.12 | 134,471.75 |
| Total | 100% | 520,152.80 | 1,781,882.36 | 2,689,435.02 |

1. Expenditures of ROD and Non ROD projects through September 30, 2016:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Capital Project Expenses Thru 4/21/2016** | **Paulsboro High School** | **Billingsport** | **Loudenslager** | **Paulsboro High School Non Rod** | **Loudenslager****Non Rod** |
| **Total Expenses Paid** | 160,630.73 | 187,198.22 | 1,489,982.94 | 38,043.35 | 13,754.90 |

**CENTENNIAL**

Motion by Lozada-Shaw, seconded by Walter and unanimously carried (8-0) accept the Superintendent’s recommendation to approve item A:

1. Recommend approval to accept a donation of Paulsboro High School memorabilia including:
* 40th Reunion program for the Class of 1951.
* Photograph of the 8th grade class from Colonial Manor School as well as the class lists for the 8th grade classes of Mantua Terrace School, Center Square School, Repaupo School, and Thorofare Schools 3 and 4. These students as well as those from Broad Street School, Mantua Grove School, Verga School and Loudenslager School became the PHS Class of 1951.
* Photocopy of the school buildings mentioned above.

The donation was made by Dorothy Range (PHS 1951). In one sense the donation is valued at $10.00 but for what it represents it is priceless.

**NEXT PUBLIC MEETING**

Monday, November 28, 2016 – 7:00 PM

Regular Meeting – Paulsboro High School Library.

•The Board will take official action at this meeting.

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

Motion made by Hamilton, seconded by Walter and unanimously carried (8-0) to adjourn the meeting at 7:50p.m.

Respectfully Submitted,



Business Administrator/Board Secretary