**Paulsboro Public Schools**

**Monday, October 28, 2019**

**Minutes**

**regular meeting**

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on Tuesday, January 8, 2019 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times and Secretary of Greenwich Township Board of Education the approved 2019-2020 Board of Education schedule of meetings calendar adopted by the Board of Education at the Reorganization Meeting on January 3, 2019 then readopted on August 26, 2019 and by posting that schedule of meetings calendar in a public place reserved for such announcements by the Board of Education.

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Marvin Hamilton, Crystal L. Henderson, Joseph L. Lisa, Lisa L. Lozada-Shaw, Elizabeth Reilly arrived 7:20 pm, Danielle Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Dr. Walt Quint, Interim Superintendent, Mr. Paul Bracciante, Assistant Superintendent, Mr. Scott Henry, Interim Business Administrator/Board Secretary and Student Member Jynise Williams.

**Please Welcome the New Student Member of the Board of Education**

Jynise Williams is the President of the Sophomore Class at Paulsboro High School. She plays soccer and softball. She is also a cheerleader and member of the National Honor Society, Key Club and Student Council. Her dream is to become a member of the United States Congress. Please welcome Ms. Williams to the Board of Education as a non-voting member.

**Upcoming Scheduled Events**

***Halloween Parades***: 1:15 p.m. on Wednesday, October 30, 2019

Billingsport Early Childhood Center

1:30 p.m. on Thursday, October 31, 2019

Loudenslager Elementary School

***Election Day***: Tuesday, November 5, 2019 (Schools Open)

***National Honor Society Induction:*** 7:30 p.m.Friday, November 15, 2019

Paulsboro Junior / Senior High School

***Parent Conferences:*** November 25, 2019 through November 26, 2019

Grades K – 12 12:30 p.m. Dismissal

***Coffee House***: 7:00 p.m. on November 26, 2019

Paulsboro Junior / Senior High School Band Room # 15

**Presentations**

1. Student of the Month Awards for September 2019:

|  |  |
| --- | --- |
| **Paulsboro Junior High School** | **Paulsboro High School** |
| Emmarose Corson – Grade 7  Summer Armstrong – Grade 8 | Olivia Sharp – Grade 9  Maria Iraldi – Grade 10  Zoe Koutsoutis – Grade 11  Terren Carlson – Grade 12 |

1. Annual Report of Districtwide Assessment Data – Assistant Superintendent Paul Bracciante (**Attachment**)
2. Semi-Annual Report of Harassment, Intimidation and Bullying (HIB) and Violence, Vandalism, Substance Abuse and Weapons data for the period January 1, 2019 – June 30, 2019 by HIB Coordinator John Giovannitti. Mr. Giovannitti will also provide an overview of the data for the entire 2018-2019 school year. (**Attachment**)

Informational: Individual HIB cases are included in the monthly Board of Education agenda. It does not appear that the Violence, Vandalism, Substance Abuse and Weapons cases were included on the monthly agenda of the Board of Education. The Interim Superintendent will work to correct this oversight.

1. District Safety and Security Plan – Principal Loudenslager Elementary School Matthew Browne (**Attachment**)

**Public Comments – Items on the Agenda for this Meeting**

*Cheryl Scott* – criteria to be a coach; state requires Fundamentals of Coaching; checked with state to be sure about criteria. See Old Business B.

*Robert Davis*- grading system; how do grades equal college readiness. Dr. Quint responded that are grading system is adequate but our curriculum needs to be more rigorous. Will examine new curriculum, materials etc. to increase rigor.

*Mr. Walker*- what are we doing about bullying? Discipline policy- HIB investigations; trained specialist. Behavior not being addresses by school, contact Dr. Quint for more information.

Interim Superintendent recommended item 1.

Motion made by Stevenson, seconded by Hamilton to approve items 1. which The Greenwich Township Representative may vote on.

**Correspondence**

1. Letter from Paulsboro Education Association President Joanne Gayeski requesting that the Board of Education comply with the release of membership information as per the Workplace Democracy Enhancement Act. (**Attachment**)

Informational: The Workplace Democracy Enhancement Act requires employers to provide information such as employ names, address, telephone number, etc. to the union. This information release must take place every 120 days. The administration is currently and will continue to provide the required information as requested by President Gayeski.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

**New Business**

1. **New Jersey Education Association Review – Brotherhood Award Program**

A copy of the October 2019 Edition of the *New Jersey Education Association Review* is attached for the convenience of members of the Board of Education. The magazine includes a full page article about the Paulsboro High School Brotherhood Award program. Commendations to Paulsboro High School Teacher of Art Christine O’Malley for coordinating the program as well as everyone at Paulsboro High School that work hard to make this program a reality. Special commendations to Paulsboro High School Emeritus Ada Rosen for founding the Brotherhood program and continuing to guide it for 62 years. (**Attachment**)

1. **Board Input Requested – Search for a New Superintendent of Schools**

The search for a new Superintendent of Schools should begin in the near future so that the new Chief School Administrator can be appointed, give notice at their current school district, and be ready to report to work circa July 1, 2020. The Board of Education has several options when it comes to conducting the search.

The first option is for the Board of Education to hire a consulting firm such as New Jersey School Boards Association, New Jersey Association of School Administrators, etc. to conduct the search. These firms will charge a fee in the range of $10,000.00 - $15,000.00. If the Board chooses this option, the Interim Superintendent will obtain proposals from consulting firms for review by the Board of Education.

The second option is for the Board of Education to conduct the search itself with the assistance of the Interim Superintendent. If the Board chooses this option, the Interim Superintendent will advertise online, in newspapers, with professional organizations, and at regional universities that train school administrators. The Board could follow the attached timeline for its search for a new Superintendent of Schools. Draft copies of an advertisement, application, and search timeline are attached for review by the Board of Education. (**Attachments**)

The Interim Superintendent respectfully requests input from the members of the Board of Education.

If the Board of Education wants, it can approve the following recommendations:

Motion made by Stevenson, seconded by Lozada-Shaw to approve items a. and b.which The Greenwich Township Representative may vote on.

a. Recommend adoption of the Timeline, Advertisement and Application for hiring a Superintendent of Schools.

b. Recommend approval to authorize the Interim Superintendent of Schools to release the advertisement for the position of Superintendent of Schools to the newspapers, regional colleges and universities and place it on the district website.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper abstain a, Mr. Hamilton, Mrs. Henderson abstain a, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 7-0-2 YES.

Motion carried

1. **Board Input Requested – Recognition for the Donors Who Funded the Expansion of the Grandstands at Bennett Field**

Circa 2007 a group of volunteers raised a significant amount of money for the purpose of expanding the grandstands at Bennett Field. Thanks to their hard work, the work was completed and has been in use for more than a decade.

It does not appear that the volunteers and donors were ever recognized for their contributions to the Paulsboro Public Schools. It would be appropriate to plan a recognition activity in order to properly honor these people.

The administration respectfully requests input from members of the Board of Education on this matter.

*Homecoming 2020*

**Old Business**

1. At the September 30, 2019 meeting, the Board of Education adopted the job description for The Community and Parent Involvement Specialist (CPIS). At that time, a member made a suggestion to enhance the job description. The Interim Superintendent made the change and has attached the final document for the convenience of the Board of Education. **(Attachment**)
2. At the September 30, 2019 meeting, a citizen asked a question about the requirements to serve as an athletic coach at the high school and junior high school levels. The Interim Superintendent contacted Assistant Director of the New Jersey State Interscholastic Athletic Association (NJSIAA) Jack DuBois for the answer to this question.

Mr. DuBois stated that the advertisement for the position is the determining factor as it relates to certification. If the advertisement states that the candidate must hold a teaching certificate, then an applicant with a teaching certificate has preference over one holding a substitute certificate. If, on the other hand, the advertisement indicates that the coach may hold either a teaching certificate or substitute certificate then holders of either certificate are on equal ground. The same is true when comparing candidates for coaching positions that are employed by the district vs. external candidates. If the advertisement does specifically state that candidates must work for the school district, then internal and external applicants are on equal ground. The advertisement for Winter and Spring Sports Season coaches at Paulsboro High School and Paulsboro Junior High School states, “Valid New Jersey teaching certificate or a county substitute teacher certificate is required.” Having said this, internal and external candidates as well as those holding teaching and substitute certification are on equal ground as candidates for the Winter and Spring Sports Season coaching jobs.

Mr. DuBois went on to state that all coaches paid or unpaid must complete the National Federation of High School Sports program ***Fundamentals of Coaching - Blended Version***

within 120 days of being appointed to a coaching position.

1. At the September 30, 2019 meeting, the Interim Superintendent promised to provide more demographic information to the Board of Education. The “State of the Community” report is attached for the convenience of the members of the Board of Education. The report was developed by Dr. Walter Quint as part of the district’s Strategic Plan. (**Attachment)**
2. At the September 30, 2019 meeting, members of the Board of Education asked the Interim Superintendent to approach Mayor and Council for the purpose of transferring ownership of the now vacate lot adjacent to Loudenslager Elementary School to the school district. The letter to Mayor and Council is attached for the convenience of members of the Board of Education. More information will be forthcoming. (**Attachment**)
3. At the September 30, 2019 meeting, several people asked questions about the Intervention and Referral Services (I & RS) Teams. Specifically, they asked for the names of team members as well as the dates of the team meetings.

**What is an I & RS Team:**

Intervention & Referral Services (I&RS) is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined to be in need of special education programs and services. According to N.J.A.C 6A:16-8.1.,8.2 the goal of the committee is to see measurable student improvement in the identified targeted areas. Staff members refer students to the I&RS Committee through the building principal, who then advises the parents of the referral. The I&RS Committee develops an Action Plan containing goals, interventions, and a timeline for the plan's duration. (New Jersey Department of Education)

**Team Membership:**

| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro High School and Paulsboro Junior High School** |
| --- | --- | --- |
| Kristin Shute | Matthew Brown | Jessica Rose Johnson |
| Karen Dutton | Charisse Generette | Jean Brown |
| Janice Esters | Anthony Petrutz | Melba Moore-Suggs |
| Cynthia Moultrie | Joanne Gayeski | Judy Hathaway |
| Katlyn Dilks | Kathleen Brown | Chelsea Brown |
| Tina Morris | Elaine Andrus | Chris Costenbader |
|  | Catherine Brettman | Andrea Bish |
|  | Addie Shmuel | Ashley Higginbotham |
|  |  | Brenda Caltabiano |

**Meeting Schedule:**

|  |  |  |
| --- | --- | --- |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro High School and Paulsboro Junior High School** |
| October 18, November 13 and December 11, 2019  January 8, February 12, March 11, April 15 and May 13, 2020 | October 23, November 27, and December 18, 2019  January 30, February 26, March 25, April 29 and May 27 , 2020 | Third Wednesday of the Month |

1. At the September 30, 2019 meeting, a citizen expressed concern about the grading scale being used at Paulsboro High School and Paulsboro Junior High School. Specifically, the citizen was concerned that the percentage being used for A, B, C, D and F grades has been lowered in recent years.

The cutoff percentage for a given grade does not necessarily mean that the course is more or less rigorous. That is, teachers adjust the difficulty of tests and assignments to match the grade level cut-off. If the school changes the cutoff for an “A” from 92% to 90%, the teacher will, most likely, adapt tests and assignments so that the same rigor is required for a student to earn the grade.

The more important question is, “Is the school district maintaining and improving the academic rigor of all courses?” This is a valid, ongoing concern. The administration is constantly reviewing assessment data, lesson plans, and grade distributions with the intent of increasing the academic rigor of all programs.

1. At the September 30, 2019 meeting, a member asked for more information about School Improvement Panel (ScIP). Specifically, the member asked for meeting dates as well as typical agenda topics.

**What is a ScIP Team:**

*The TEACHNJ Act requires that all schools convene a School Improvement Panel (ScIP) with the charge of providing leadership in the areas of teacher evaluation, mentoring, and professional development. The ScIP is not the sole body responsible for implementation of these systems and programs, but plays a significant role in coordinating initiatives and ensuring the consistent application of requirements across the school. The ScIP can help ensure that teachers (a) receive useful feedback on their practice and their students' learning outcomes, (b) experience high-quality, tailored professional learning, and (c) are a respected voice in decision making*. (New Jersey Department of Education Website)

**The ScIP Teams meet on the following dates:**

|  |  |
| --- | --- |
| **School** | **Dates** |
| Billingsport Early Childhood Center | October 15, 2019  January 21, 2020  May 19, 2020 |
| Loudenslager Elementary School | November 5. 2019  February 7, 2020  June 2, 2020 |
| Paulsboro Junior High School | October 17, 2019  October 29, 2019  November 13, 2019  Additional meetings will be scheduled as needed. |
| Paulsboro High School |

**Meeting Topics:**

Meeting topics include School Management (safety, maintenance, supervision), Building Culture / Climate, Academics, Professional Development, Attendance / Discipline, Teacher Assessment, Mentoring, Instructional Data and Community Involvement.

1. At the September 30, 2019 meeting, a member asked for a “Snapshot” of enrollment for September 2018 vs June 2019.

**The snapshot is presented in the following table:**

| **Grade** | **September 2018** | **June 2019** | **September 2019** |
| --- | --- | --- | --- |
| Pre- School Age 3 & 4 | 58 | 79 | 76 |
| K | 93 | 103 | 100 |
| 1 | 82 | 85 | 89 |
| 2 | 80 | 80 | 92 |
| 3 | 90 | 85 | 82 |
| 4 | 102 | 97 | 82 |
| 5 | 56 | 59 | 100 |
| 6 | 69 | 70 | 61 |
| 7 | 66 | 69 | 78 |
| 8 | 90 | 89 | 60 |
| Self-Contained Special Education Billingsport / Loudenslager | 23 | 19 | 22 |
| **Totals** | **809** | **835** | **842** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **September 2018** | **June 2019** | **September 2019** |
| 9 | 91 | 92 | 107 |
| 10 | 85 | 85 | 85 |
| 11 | 81 | 78 | 71 |
| 12 | 69 | 64 | 82 |
| **Total** | **326** | **319** | **345** |

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

Motion made by Lozada-Shaw, seconded by Hamilton to approve items A which The Greenwich Township Representative may vote on.

**Recommend Approval of A – F:** The Greenwich Township Representative may vote on items in this section of the agenda.

Informational: The Report of Secretary to the Board of Education as well as associated reports of accounts will be available for review at the meeting or in advance in the Office of the Interim Business Administrator/Secretary to the Board of Education.

1. Approval of Minutes (**Attachments**)

Regular Meeting September 30, 2019

Executive Session September 30, 2019

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

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

1. Approval of the August 2019 transfers. (**Attachments**)
2. There is no Secretary’s Monthly Financial Report for September 30, 2019. As a result, the Board of Education cannot certify it. The reason that the Secretary to the Board did not generate a report is that the Genesis software package did not accurately roll payroll payments into the required accounts. The Interim Business Administrator is currently working to make the transfers needed to correct this problem.
3. Approval of the August 2019 Cash Receipts Report (**Attachment**)
4. Approval for payment of bills that are duly signed and authorized. (**Attachments**)

Informational: A copy of the Bill List will be available at the meeting or in advance in the office of the Business Administrator/Secretary to the Board for review by members of the Board of Education.

1. *Pursuant to NJAC 6A:23A-16.10(c)2*, I, Scott Henry, Interim Business Administrator to the Board of Education certify that anticipated revenue is as follows as of September 30, 2019.

**** Monday, October 28, 2019



*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

**Report of The Superintendent**

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

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

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS - Source 4

Teachers. (**Attachment)**

Informational: The Board of Education has a contract with ESS - Source 4 Teachers to provide substitute teachers for the district. ESS - 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 to grant the Interim Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, November 25, 2019 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Interim 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 Interim Superintendent will only use letters of intent when absolutely necessary.

1. Recommend approval to adopt the attached job description for the position of full-time 10-month Secretary to the Principal of Paulsboro High School. (**Attachment**)

Informational: This is a newly created position so the administration updated the existing job description to accurately reflect the current duties for this post.

1. Recommend approval to appoint Tahje Thomas to the position of full-time 10-month Secretary to the Principal of Paulsboro High School effective November 1, 2019. Mr. Thomas will earn Step 3 - $34,174.00 plus benefits as per agreement with the Paulsboro Education Association.

Informational: At the September 30, 2019 meeting, the Board of Education approved the creation of the full-time 10-month position to replace the part-time post as Secretary to the Principal of Paulsboro High School. The position was advertised internally. Mr. Thomas was the only candidate to apply. Mr. Thomas held the position of part-time Secretary to the Principal since September 11, 2017. Mr. Thomas served as a part-time (20 hours/week) secretary in the Administration Building and Secretary to the Principal of Paulsboro High School for more than three years.

1. Recommend approval for Night Shift Custodian Shirley Jenkins to be a Substitute Bus Aide on an “as-needed” basis effective October 29, 2019 for the 2019 – 2020 school year. Ms. Jenkins will earn $15.99 per hour.

Acct# 11-000-270-107-00-000

1. Recommend approval to appoint Susan McDaniels to the position of Substitute Bus Aide for the 2019 - 2020 school year. Ms. McDaniels will earn $10.00 per hour on an “as-needed” basis. This recommendation is contingent on successful completion of criminal history background review.

Acct# 11-000-270-107-00-000

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson abstain E, Ms. Lozada-Shaw, Mr. Lisa abstain B, Mr. Michael voting 9 YES.

Motion carried

**Personnel H – I:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Hamilton to approve items H-I.

1. Recommend approval of a medical leave of absence for Billingsport Early Childhood Center Teacher Brittany Bielski as follows:

Dates of Leave Terms and Conditions of Leave

Monday, November 11, 2019 – Wednesday, November 27, 2019 With pay and benefits by use of

accumulated sick leave.

Monday, December 2, 2019 – Friday, February 21, 2020 Unpaid with benefits by use of Federal Family Leave.

Monday, February 24, 2020 – Friday, March 13, 2020 Unpaid with benefits by use of State Family Leave.

1. Recommend approval of a change of degree status for Loudenslager Elementary School Teacher Anthony Petrutz from Step H - BA at $51,507.00 to Step H - BA+30 at $52,904.00 effective November 1, 2019 as per agreement with the Paulsboro Education Association.

Informational: Mr. Petrutz is working toward a Master of Education degree in School Leadership at Wilmington University.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

Motion carried

1. Informational:
2. **Upcoming 2020 - 2021 Budget:**

At the September 30, 2019 meeting, the Interim Superintendent mentioned the fact that, for the majority of the summer, Paulsboro High School did not have any secretarial support. During August 2019, the Board of Education approved the secretaries to work just prior to school opening in September. Historically, as least one of the secretaries at Paulsboro High School was employed on a 12-month basis.

The lack of secretarial support created a number of concerns. One specific concern is that requests made to the Guidance Office were not addressed promptly. There were approximately 120 messages left on the Guidance Department telephone as well as at least 20 fax messages. These messages ranged from “spam,” to requests for transcripts, schedule changes, etc.

Historically, the Guidance Counselors were approved for some summer work in order to handle the types of requests mentioned above. The Guidance Counselors also worked directly with the High School Assistant Principal to resolve schedule conflicts, changes, etc. prior to school opening in September.

Secretarial and Guidance Counselors are essential during the summer months in order to respond to requests on a timely basis as well as make the required schedule changes so that instructional time is not lost during the first weeks of school. The Interim Superintendent will make an appropriate recommendation as the 2020 - 2021 budget is created to address this matter. The recommendation will seek to provide the needed services in a fiscally prudent manner.

1. **Substitute Teachers:**

The district uses the services of ESS (aka – Source4 Teachers) to obtain substitute teachers. This company cannot always provide enough substitute teachers on a given day. Specifically, Paulsboro requested 2,089 substitute teachers during the 2018 - 2019 school year. ESS was only able to provide 1,467 substitutes which is 73.2% of the need. This resulted in 622 cases where classes needed to be covered by teachers on their preparation or duty period. In the elementary school, the Basic Skills Teachers and Aides are pulled from their duties to cover the classes of an absent colleague. If the Basic Skills Teachers and Aides are used to cover classes it results in a loss of instructional time to some of the most “at-risk” students.

Each teacher must do two class covers without pay with additional covers compensated at $32.00 each.

There are two ways to improve this situation. First, reduce the need for substitute teachers. Second, increase the number of substitute teachers available. The Interim Superintendent is investigating both avenues in order to reduce the number of times class covers are assigned and teachers and are “pulled” from their duties.

The following table presents the success rate for ESS during September 2018 - 2019 compared to 2019-2020.

|  |  |  |
| --- | --- | --- |
| **Month** | **September**  **2018-2019** | **September**  **2019-2020** |
| Substitutes Needed | 50 | 106 |
| Substitutes Provided | 47 | 51 |
| Percentage | 94.0% | 52.0% |

1. **Paid Class Covers:**

As mentioned above, each teacher must cover two classes without pay. Beyond the two free covers, teachers are paid $32.00 per cover. At Paulsboro Junior and Senior High Schools there are 52 teachers so 104 free covers are available for the entire school year. 73 of these covers were used during September 2019.

At the elementary school level it is unusual to use a “class cover.” When a teacher is absent or requires a person to cover their class, a Basic Skills Teacher or Aide or a specialists must be pulled from their assigned duties as a “substitute” for their peer.

The following table is a report of paid class covers for Paulsboro High School and Paulsboro Junior High School.

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Average**  **2009-2015** | **Range**  **2009-2015** | **2019-2020** |
| September | 1.4 | 0-6 | 41 |
| October | 26.2 | 9-46 |  |
| November | 34.8 | 19-53 |  |
| December | 44.0 | 31-65 |  |
| January | 43.3 | 15-69 |  |
| February | 40.5 | 12-53 |  |
| March | 68.2 | 28-96 |  |
| April | 53.9 | 36-88 |  |
| May | 91.5 | 65-127 |  |
| June | 41.7 | 22-97 |  |
| **Total** | **44.6** | **23.7-70.0** | **41** |

**Staff and Curriculum Development:** **A - J:** The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Hamilton, seconded by Lozada-Shaw to approve items A-J which The Greenwich Township Representative may vote on.

1. Recommend approval of the attached QSAC (Quality Single Accountability Continuum) SOA (Statement of Assurances) and the DPR (District Performance Review) for the 2019 - 2020 school year and authorization to submit same to the New Jersey Department of Education contingent on final review and edits by the QSAC Team. (**Attachment**)

Note: The above materials are due to the New Jersey Department of Education before the next meeting of the Board of Education. Prior to submission, the QSAC Team will meet in order to review, edit and approve the document for submission.

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 with a focus on five key components. All districts must submit the Statement of Assurance (SOA) files through the New Jersey Homeroom by November 15, 2019.

1. Recommend approval of the District QSAC Team / Committee.

|  |  |
| --- | --- |
| **Represents** | **Staff Member** |
| Chief School Administrator | Dr. Walter C. Quint |
| District Administrative Staff Members | Paul Bracciante  Tina Morris |
| Teachers | Lisa Kuhnel-Morrison  Glenn Howard |
| School Business Administrator | Scott Henry |
| Curriculum and Instruction Representative | Christine Lindenmuth |
| Local Collective Bargaining Representative | JoAnne Gayeski |
| District Board of Education Members | Irma Stevenson  Theresa Cooper |

1. Recommend approval to apply for funding via the Pegasus Education Foundation for four STEAM (Science, Technology, Engineering, Art and Mathematics) mini-grants not to exceed $1,000.00 each. Half of the funding for the grants will be provided by the Board of Education with the remainder donated by the Pegasus Education Foundation. Total cost to the Board of Education, if approved, will be $2,000.00.

Informational: The grant applications for Billingsport Early Childhood Center, Loudenslager Elementary School and Paulsboro Junior High School will focus on Robotics. Increasing college options for students in the areas of mathematics and science by expanding the pathways for students on the Advanced Placement track in Paulsboro High School will be the focus of the fourth mini-grant. The administration will seek approval of the Board of Education prior to implementing the grant funding programs. A copy of the grant application form is attached for review by members of the Board of Education (**Attachment**).

1. Recommend approval of the attached Student Affiliation Agreement with Temple University for the 2019 - 2020 school year. (**Attachment**)

Informational: The Student Affiliation Agreement was reviewed by the School Attorney Steven Edelstein. The revisions suggested by the attorney were incorporated in the agreement. This agreement allows the Paulsboro Public Schools to accept student teachers, practicum students and other students completing field experiences from Temple University. Prior to a given student working in the district, the administration will seek approval from the Board of Education.

1. Recommend approval of the following job descriptions (**Attachments**):
2. Special Education 1:1 or 1:2 Aide
3. Special Education Classroom Instructional Aide
4. Classroom Instructional Aide

Informational: The administration is reviewing the job descriptions that are on file with the intent of beginning a project to update the documents. This will, most likely be a multi-year project.

1. Recommend approval for Paulsboro High School Teacher of Spanish Barbara Thomson to participate in Cultivating Practices to Support Language Learner Success eWorkshop during the 2019 - 2020 school year. There is no cost to the Board of Education.

Informational: This is an online workshop series offered by the University of Wisconsin. Topics include Writing Rubrics, Leading for Equity in the Classroom, and Developing Language for Learning in Mathematics.

1. Recommend approval for School Psychologist Jessicarose Johnson to attend the South Jersey Intervention and Referral Services (I&RS) Consortium Meeting on November 14, 2019 in Harrison Township, New Jersey. There is no cost to the Board of Education.

Informational: The purpose of this consortium meeting is to provide a forum for members of I&RS Teams to share strategies that are working in their districts. The goal of the I&RS Team (sometimes called a Pre-Referral Team) is to assist general education teachers find strategies to help children learn and behave effectively so that they don’t need to be referred to Child Study Team.

1. Recommend adoption of the attached Curriculum Review Schedule for the 2019 - 2020 through 2023 - 2024 school years. (**Attachment**)

Informational: The Curriculum Review Schedule process is an effective way to assure that curriculum, textbooks and other teacher resource materials are current. This process allows the Board of Education to allocate money on a regular basis for curriculum, textbooks and resource material purchases.

During May and June 2019, The Board of Education approved a considerable amount of curriculum development work for summer 2019 in the areas of social students, mathematics, technology, gifted and talented, health, physical education and fine arts. This work was cancelled by the previous administration. As a result, the Curriculum Review Schedule has been modified in order to compensate for this cancellation.

1. Recommend approval to adopt the District Professional Development Plan 2019 - 2020 school year. This recommendation includes authorization to submit the plans to the New Jersey Department of Education. (**Attachment**)

Informational: In order to create the professional development plans, the administration reviews a wide variety of data including teacher observation reports, Single Quality Assurance Continuum (QSAC) data, School Improvement Plans, and student assessment data. The District Professional Development Plan serves as a guide when approving staff attendance at workshops, planning in-service programs and focusing the work of the School Improvement Panels (ScIP).

1. Recommend approval for Paulsboro Junior / Senior High School Guidance Counselor Vincent Giovannitti to attend New Jersey Higher Education Student Assistance Authority (NJHESAA) Case Studies in Financial Aid workshop on October 30, 2019 at Rowan College of Gloucester County (RCGC), Sewell, New Jersey. There is no cost to the Board of Education.

Informational: This workshop provides the most up-to-date information to Guidance Counselors as they assist students and parents with college admissions and obtaining financial aid.

*Roll Call Vote*: Ms. Reilly abstain C, Mrs. Scott, Mrs. Stevenson abstain C, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

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

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

1. Recommend approval for Loudenslager Elementary School Teacher of Gifted and Talented Rebecca Richardson to attend the Gloucester County / South Jersey Gifted and Talented Professional Learning Community meeting on Friday, December 6, 2019 in Millville, New Jersey. There is no cost to the Board of Education.

Informational: The presenter for this meeting is the 4-H STEM (Science, Technology, Engineering and Mathematics) Specialist. This relates directly to Ms. Richardson’s work. In addition to teaching students who are gifted and talented, she also provides a STEAM (STEM+Art) program for all of the students at Loudenslager Elementary School and Billingsport Early Childhood Center.

1. Recommend approval for Billingsport Early Childhood Speech Therapist Kristen Shute and Loudenslager Elementary School Speech Therapist Addie Shmuel to attend the South Jersey Intervention and Referral Services (I&RS) Consortium Meeting on November 14, 2019 in Harrison Township, New Jersey. There is no cost to the Board of Education.

Informational: The purpose of this consortium meeting is to provide a forum for members of the I&RS Teams to share strategies that are working in their districts. The goal of the I&RS Team (sometimes called a Pre-Referral Team) is to help general education teachers find strategies to help children learn and behave effectively so that they don’t need to be referred to Child Study Team.

1. Recommend retroactive approval (as authorized by the Board of Education on September 30, 2019) for Preschool Intervention and Referral Team (PIRT) Member – Early Childhood Megan Dimit to attend the following required training programs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Location** | **Dates** | **Cost to the Board of Education** |
| Preschool Pyramid Model Training and Teaching Pyramid Observation Tool | Stockton University | October 10, 2019  November 14, 2019  December 3, 2019  December 4, 2019 | Mileage = $178.20 |
| Preschool Intervention and Referral Seminar | Trenton,  New Jersey | October 7, 2019  October 8, 2019  November 20, 2019  December 9, 2019  February 10, 2020 | Mileage = $198.45 |

Informational: The New Jersey Department of Education informed the district too late for the first days of the workshops to be included on the September 30, 2019 agenda. As a result, the Interim Superintendent approved the workshops and now seeks the same from the Board of Education. The New Jersey Department of Education provides this training for newly appointed PIRT staff.

The Pyramid Model provides guidance for PIRT team members on the evidence-based practices for promoting young children’s healthy social / emotional development as well as outlining different levels of intervention. The Teaching Pyramid Observation Tool (TPOT) is an observational instrument that helps PIRT team members implement the Pyramid Model.

1. Recommend approval for Billingsport Early Childhood Center Nurse Janice Esters to attend the Gloucester County School Nurse Association Annual In-Service Meeting on Wednesday, November 6, 2019 at the Nemours DuPont Pediatric Facility in Deptford, New Jersey. There is no cost to the Board of Education.

Informational: Meeting topics include Developmental Delays, Headaches, Diabetes and Allergy Reactions.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

Motion carried

1. Informational:
2. The following chart presents the enrollment data for Preschool -8:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment - October** | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| Pre- School Age 3 & 4 | 57 | 66 | 59 | 71 | 79 |
| K | 104 | 98 | 88 | 100 | 99 |
| 1 | 111 | 88 | 91 | 79 | 78 |
| 2 | 79 | 87 | 77 | 82 | 80 |
| 3 | 56 | 64 | 102 | 90 | 81 |
| 4 | 65 | 70 | 61 | 102 | 84 |
| 5 | 64 | 61 | 68 | 61 | 99 |
| 6 | 53 | 83 | 57 | 71 | 61 |
| 7 | 73 | 74 | 94 | 68 | 77 |
| 8 | 62 | 77 | 68 | 90 | 62 |
| Self-Contained Special Education Billingsport / Loudenslager | 26 / 17 | 26 / 5 | 19/0\* | 21 / 5 | 22/0\* |
| **Grand Totals** | **767** | **799** | **784** | **840** | **842** |

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

1. The following chart presents the enrollments for Paulsboro Senior High School:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment – October** | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| 9 | 63 | 80 | 92 | 93 | 108 |
| 10 | 82 | 77 | 79 | 84 | 86 |
| 11 | 80 | 79 | 66 | 76 | 69 |
| 12 | 78 | 97 | 85 | 68 | 84 |
| **Total** | **303** | **333** | **322** | **321** | **347** |

1. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School as of October 1, 2019:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Number of Students per Class** | | | | | |
| Pre-School | 14 | 14 | 13 | 14 | 13 | 11 |
| Kindergarten | 25 | 25 | 25 | 24 |  |  |
| 1 | 20 | 20 | 19 | 19 |  |  |
| 2 | 20 | 20 | 20 | 20 |  |  |
| 3 | 20 | 20 | 20 | 21 |  |  |
| 4 | 21 | 22 | 20 | 21 |  |  |
| 5 | 27 | 24 | 25 | 23 |  |  |
| 6 | 19 | 18 | 24 |  |  |  |
| Special Education \* | 10 | 12 |  |  |  |  |

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

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

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

1. Recommend approval of the attached Parent Involvement Policy as required by

Title I - Part A. (**Attachment)**

Informational: The Parent Involvement Policy establishes school expectations for parental involvement and describes how the district will implement a number of specific parental involvement activities. Parent involvement means the participation of parents in regular, tow-way and meaningful communication involving student academic learning and other school activities. (New Jersey Department of Education). Parent activities include evening meetings to help parents learn how to assist their children with mathematics, language arts, homework, etc. A Parent Advisory group also meets with the administration.

1. Recommend approval of the following agencies and professionals to provide American Sign Language (ASL) services on an as needed basis during the 2019 - 2020 school year.

1. Integrity Interpreting, LLC located in Glassboro, New Jersey. Cost to the Board of Education is $65.00 per hour plus mileage. In some cases, the rate may be higher if services are required on holidays, weekends, evening, etc.
2. Francine Hermann, LLC located in Pennsville, New Jersey. Cost to the Board of Education is $55.00 per hour plus mileage. In some cases, cancellation fees may apply.

Informational: There are currently students being studied by the Child Study Team who are deaf or whose parents are deaf. As a result, the district requires the services of sign language interpreters in order to effectively communicate with these families.

1. Recommend approval for engineers from Paulsboro Refining Company to make presentations at Paulsboro High School on dates to be determined during the 2019 - 2020 school year.
2. **Process Technology – What is a Refinery Operator?** – This presentation is an introduction to the Process Technology Scholarship program sponsored by Paulsboro Refining Company at Rowan College of South Jersey (RCSJ). The presentation is made to 11th and 12th grade students.

Informational: Paulsboro Refining Company reserves two full scholarships for the Process Technology program for Paulsboro High School graduates. Currently, Anthony Morina (PHS 2019) is a student at Rowan College of South Jersey learning to operate a refinery. An outline of the scholarship program is attached for review by members of the Board of Education. (**Attachment**)

1. Recommend approval to conduct Saturday School at Paulsboro High School and Paulsboro Junior High from 8:00 a.m. to 12:00 p.m. as needed not to exceed 20 Saturdays.

Informational: Saturday School is staffed by one teacher and one administrator who earn $32.00 per hour each. The staff for this program was approved by the Board of Education at its September 30, 2019 meeting.

Students participating in Saturday School are those who are excessively absent and / or late, cut detentions and in lieu of suspension. Teachers will send assignments for students participating in Saturday School. In addition, students will work online with Kahn Academy and Freerice Vocabulary video presentations.

1. Recommend approval to provide homebound for the following students Grades 9-12:

| **Case #** | **Grade:** | **Hours of Instruction** |
| --- | --- | --- |
| 210251 | 11 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 9/12/2019. |
| 230519 | 9 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 9/12/2019. |
| 302477 | 10 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 9/24/2019. |
| 222075 | 11 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 9/23/2019. |
| 202289 | 12 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 10/7/2019. |
| 212264 | 11 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 5 hours a week. Start date was 10/15/2019. |

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 to utilize the services of The Center for Neurological and Neurodevelopmental Health to conduct neurological evaluations of students being studied by the Child Study Team during the 2019 - 2020 school year on an as-needed basis. Cost of the Board of Education is $660.00 per case.

Informational: In some cases, the Child Study Team (school psychologist, learning disabilities teacher / consultant and school social worker) require specialized examinations in order to determine if a child has a disability covered by the Individuals with Disabilities Education Act (IDEA) and / or the exact nature of the disability. Specialist include psychiatrists, neurologists, etc.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

1. Informational: 2019 - 2020 School Calendar: The Board of Education Agreement with the Paulsboro Education Association states, “School calendar will be 181 full session student days and 184 teacher days exclusive of NJEA Convention days.” The agreement also states, “The right to determine the school calendar in its specifics is reserved to the unilateral decision of the Board of Education.”

The New Jersey Department of Education only mandates 180 days of school per year for students. The Paulsboro Board of Education has, historically, collectively bargained for more than 180 days in order to provide more instructional time. At one time, there were 183 student days which provided each student with 39 additional days of instruction (13 years of school x 3 extra days per year) as a student moved from kindergarten through graduation. This is almost one additional marking period of instruction which helped to close the achievement gap. The current agreement with the union provides 13 extra days of instruction (13 years of school x 1 extra day per year).

For whatever reason(s) the 2019-2020 School Calendar only includes 180 student days and 183 teacher days. Only 173 of the 180 student days are “full-session” (full days of school).

The Interim Superintendent is making the Board of Education aware of this information because the school calendar includes fewer student days and teacher days than permitted by contract which decreases instructional time.

1. Informational: Graduation Data for the 2018-2019 school year:

| **Graduation Data**  **2018-2019 School Year** | **White** | **African American** | **Hispanic** | **Asian** | **American**  **Indian** | **Pacific Islander** | **Two or more races** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Students graduated | 23 | 32 | 7 | 0 | 0 | 0 | 1 | 63 |
| Students graduated through NJSLA assessment (ELA) | 15 | 11 | 1 | 0 | 0 | 0 | 1 | 27 |
| Students graduated through NJSLA assessment (Math) | 12 | 4 | 3 | 0 | 0 | 0 | 0 | 19 |
| Students graduated through substitute competency test (ELA) | 6 | 12 | 3 | 0 | 0 | 0 | 1 | 22 |
| Students graduated through substitute competency test (Math) | 8 | 17 | 2 | 0 | 0 | 0 | 1 | 28 |
| Students graduated through portfolio appeals process (ELA) | 0 | 4 | 3 | 0 | 0 | 0 | 0 | 7 |
| Students graduated through portfolio appeals process (Math) | 0 | 5 | 2 | 0 | 0 | 0 | 0 | 7 |
| Students graduated through alternate requirements specified in their IEP’s (ELA) | 4 | 5 | 0 | 0 | 0 | 0 | 0 | 9 |
| Students graduated through alternate requirements specified in their IEP’s (Math) | 3 | 6 | 2 | 0 | 0 | 0 | 0 | 9 |
| Students denied graduation | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Students denied graduation only because of failure to pass NJSLA assessments, substitute competency test, or portfolio appeals. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Graduation Rate By Year** | | | | | | | | |
| **2011** | **2012** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** |
| 62.3% | 71.1% | 77.4% | 83.8% | 85.3% | 76.5% | 87.9% | 79.0% | 79.1% |

**Instructional Services I – M:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Hamilton, seconded by Stevenson to approve items I-M.

1. Recommend approval for engineers from Paulsboro Refining Company to make two presentations at Paulsboro Junior High School on dates to be determined during the 2019 - 2020 school year.
   * + 1. **How to Become an Engineer? –** Part of the Women in STEM (Science, Technology, Engineering and Mathematics) program for 8th grade girls.
2. **What is Crude Oil and How is it Made into Useful** **Products?** - Part of the Women in STEM (Science, Technology, Engineering and Mathematics) program for 8th grade girls.

Informational for Items 1 and 2: Paulsboro Refining Company has partnered with the Pegasus Education Foundation to fund and provide STEAM (STEM + Art) in the Paulsboro Public Schools.

1. Recommend approval for all 7th grade Language Arts Literature students to participate in the *Step Up, Speak Up (Do The Right Thing) Essay Contest* sponsored by the Paulsboro Neighborhood Watch Committee. The essays will be written during the second marking period.

Informational: The Paulsboro Neighborhood Watch Committee has sponsored the Step Up, Speak Up (Do The Right Thing) Essay Contest for the past 13 years. Contest winners are awarded prizes such as Barnes and Noble gift cards as well as being recognized by the Neighborhood Watch and the Paulsboro Board of Education. Mr. Barry Corradetti is in charge of this project as the President of the Neighborhood Watch.

1. Recommend approval for Paulsboro students who are now attending Gateway Community Action Partnership Head Start but will become kindergarten students at Billingsport Early Childhood Center (BECC) in September 2020 to visit BECC on a date to be determined during late spring 2020.

Informational: The goal of the visit is to facilitate a smooth transition for the youngsters. The visit will allow the incoming students to become familiar with the building and meet the teachers and aides. Billingsport Early Childhood Center Principal Tina Morris and Head Start Education Coordinator Felicia Moore are in charge of the tour.

1. Recommend approval for the following people to serve as volunteers at Loudenslager Elementary School during the 2019 - 2020 school year.

Marietta Relation Patrick Relation Losia Luka

Debbie Nitowski Roberta Pacienza Nicole Wilcox

Tiffany Boulton Bridget Golembiewski Jeri Clegg

Melani Dobson Nguita Joseph

Informational: A certificated staff member will be with the volunteers when students are present. The volunteers are parents of students at Loudenslager Elementary School or community members. They will assist with PTO activities such as fundraisers, book fairs, etc.

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

Grades PreK-8:

| **Case #** | **Grade:** | **Hours of Instruction** |
| --- | --- | --- |
| 332873 | K | Student is receiving home instruction through Brookfield School for a minimum of 10 hours/week at $32/hour. Student is attending Inspira Health Program in West Deptford, New Jersey. Start date was 9/30/2019. |
| 251959 | 7 | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 9/18/2019. Informational: This student also requires a 1:1 nurse during instruction time per the IEP. Paulsboro Public Schools is responsible for the cost of a nurse for 10 hours a week until homebound instruction is complete. |
| 332864 | K | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 9/12/2019. |
| 250465 | TBD | This student will receive home instruction from Paulsboro Public Schools for a minimum of 10 hours a week. Start date was 9/18/2019. |

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.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

Motion carried

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

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

1. Recommend approval to accept the resignation of Paulsboro High School Art Teacher Margaret LaDue from the position of Co-Advisor of Student Council.
2. Recommend approval of the attached Winter Season Sports Schedule for 2019 - 2020. (**Attachments**)

Informational: There are no major changes to the schedule compared to 2018 - 2019.

1. Recommend approval of the following winter athletic coaches for Paulsboro Senior High School and Paulsboro Junior High School for the 2019 - 2020 school year with stipends as per agreement with the Paulsboro Education Association.

**Boys Basketball:**

Darrius Quarles Head Coach Step 3 $7,522.00

John Marcucci Assistant Coach Step 3 $5,006.00

Kevin Harvey Volunteer Paraprofessional

Glenn Howard 7th / 8th Grade Coach $3,181.00

Informational: All of the coaches served in the same positions during the 2018-2019 school year.

**Girls Basketball:**

Erica Scott Head Coach Step 1 $6,375.00

Thomas Richardson 7th / 8th Grade Coach $4,093.00

Informational: Ms. Scott is new to this position. She has served as the coach for 7/8th Grade Basketball and as the Head Coach for Cheerleading. She is an Instructional Aide at Loudenslager Elementary School. Mr. Richardson is also new to this position. He is a teacher at Loudenslager Elementary School who also serves as an Assistant Coach for Football and Girls Softball.

During the past few years, the number of participants in Girls Basketball has been very low. As a result, there was no Junior Varsity Team which, in turn, eliminated the position of Assistant Coach. If the number of participants increases the administration will revisit the need for an Assistant Coach.

**Wrestling:**

Paul Morina Head Coach Step 3 $8,112.00

Dean Duca Assistant Coach Step 3 $5,662.00

Joseph Duca Assistant Coach Step 3 $5,662.00

Carmel Morina Assistant Coach Step 3 $5,662.00

Steve Anuszewski Volunteer Paraprofessional

Nick Morina Volunteer Paraprofessional

Casper Tortella Volunteer Paraprofessional

Robert Onorato Volunteer Paraprofessional

M. Tyrone Hamilton Volunteer Paraprofessional

Tony Chila 7th / 8th Grade Coach $3,181.00

Informational: The same people served as coaches during the 2018 - 2019 school year.

1. Recommend approval of the following spring athletic coaches for Paulsboro Senior High School and Paulsboro Junior High School for the 2019 - 2020 school year with stipends as per agreement with the Paulsboro Education Association.

**Boys Baseball**

John Marcucci Head Coach Step 3 $6,609.00

Joe Duca Assistant Coach Step 3 $4,511.00

Informational: Mr. Marcucci replaces Dave Glocker who recently resigned as Head Coach. Mr. Marcucci is a teacher at Paulsboro High School. He served as head coach for the baseball team at Gloucester County Institute of Technology for 12 years.

**Girls Softball**

Mandy Gattuso Head Coach Step 3 $6,609.00

Thomas Richardson Assistant Coach Step 3 $4,511.00

Monica Koraido Volunteer Paraprofessional

Informational: The coaches being recommended served in the same positons during the 2018-2019 school year.

**Boys Track and Field**

Thomas Hampel Head Coach Step 3 $6,427.00

Chris Costenbader Assistant Coach Step 3 $5,006.00

Louis Barousse Assistant Coach Step 2 $4,378.00

Informational: The coaches being recommended served in the same positons during the 2018-2019 school year.

**Girls Track and Field**

No recommendation at this time.

Informational: The Interim Superintendent of Schools requires more time to review coaching recommendations for Girls Track and Field. He will make a recommendation to the Board of Education at its November or December 2019 meeting.

1. Recommend approval for Paulsboro High School Wrestling Coach Paul Morina and Paulsboro High School Football Coach Glenn Howard to take student - athletes on college visitations during the 2019 - 2020 school year. This recommendation is contingent on the coaches filing the required field trip request forms, permission slips and insurance verification prior to the visitations.

Informational: Over the years, these coaches have created opportunities for student - athletes to visit colleges. In many cases, these visits led to the student being accepted into college with scholarships. These opportunities tend to be offered on short timelines. The action recommended above accommodates the tight timelines. Without the extraordinary efforts of the coaches, some of the student - athletes would have no way of making the college visits.

1. Recommend approval for the Officers and Advisor of Students United for Respect and Equality (SURE) to attend the monthly SURE Summit Planning Meetings on November 20 and December 18, 2019 and January 15, February 5 and February 19, 2020 in Woodbury, New Jersey as well as the Summit itself. The Summit will take place at Rowan University on a date to be announced. Advisor Margaret LaDue is in charge of the activity. Cost to the Board of Education includes a substitute teacher ($80 per day x 6 = $480.00) and a school bus transportation (Driver salary: $24.75 / hour x 3 hour / trip x 6 trips = $445.50 and Mileage: 20 miles / trip x 6 trips x $3.00/mile = $360.00).

Informational: SURE is an organization that was founded by Retired Paulsboro High School Teacher William Gaines. The goal of the program is to promote cooperation and awareness of discrimination in order to build respect and equality. The organization was a response to an increase of violence in schools during the early 1990s. The program was so successful that it was adopted by Gloucester County under the leadership of PHS Alumni Kathleen Carfagno. Every high school in Gloucester County participates in SURE. The Interim Superintendent approved the October 16, 2019 trip as per authorization granted by the Board of Education on September 30, 2019.

1. Recommend approval to purchase a copy of the *2019-2020 Pegasus Yearbook* for the Gill Memorial Library and Paulsboro Police Department at a cost of $86.00 per book.

Informational: Members of the Board of Education may order a Paulsboro High School Yearbook. The cost of the yearbook is $86.00. The price will increase to $90.00 if a deposit of $25.00 is not received by November 1, 2019. The deposit is required at this time in order to reserve a yearbook. The Board of Education members may give the deposit to the Business Office.

1. Recommend retroactive approval (as per authorization granted by the Board of Education on September 30, 2019) for the Paulsboro High School March Band to perform in the Gibbstown Halloween Parade on Friday, October 18, 2019. Cost to the Board of Education is school bus transportation - $86.75 driver’s salary and 10 miles x $3.00 per mile = $30.00 for fuel and “wear and tear” on the bus.

Informational: This request came to the Paulsboro High School Principal and Interim Superintendent too late to be included on the September 30, 2019 agenda. As a result, the Interim Superintendent approved the trip and now seeks approval from the Board of Education.

1. Recommend approval to submit the following applications for mini-grants via the Gloucester County Clean Communities Program.

|  |  |
| --- | --- |
| **School Group** | **Person In Charge** |
| Paulsboro High School Drama Club/School Musical | Musical Director Barbara Thomson |
| Paulsboro High School Boys Soccer Team | Assistant Coach for Boys Soccer Tahje Thomas |

This recommendation is contingent on the activity taking place during non-school hours.

Informational: The student groups will participate in a three-hour long clean-up of a county roadway. The Gloucester County Clean Communities Program will provide safety vest, Litter Patrol Ahead signs and trash/recycle bags. Upon completion of the clean-up, each group will be awarded $500.00 for use by the club or team. The location of the clean-up project and date will be assigned if the grant is approved.

1. Recommend approval for the Paulsboro High School Senior students to attend the Annual Malcolm Bernard Historical Black Colleges and Universities (HBCU) College Fair, Inc. on Tuesday, November 19, 2019 from 9:00 a.m. to 10:30 a.m. at the BB&T Pavilion, 1 Harbor Boulevard, Camden, New Jersey. Cost to the Board will be school bus transportation (Driver salary $24.75/hour x 3 hours = $74.76 and mileage $3.00 per mile x $40 miles = $120.00).

Informational: Representatives from over 50 Historically Black Colleges and Universities will be present. This event will expose seniors to multiple opportunities to further their education after graduation. Paulsboro High School Guidance Counselor Melba Moore-Suggs is in charge of this trip.

1. Recommend approval for Paulsboro High School to conduct the annual Powder Puff Game on November 27, 2019 (Half-day for students and staff). There is no cost to the Board of Education.

Informational: This event has been hosted at PHS for many years. Teachers will monitor the students until 12:30 p.m. when the students will be dismissed from the football field. This is a half-day dismissal for the Thanksgiving Holiday. The game will be held on the football field at 11:45 pm. Participants will include Junior and Senior male and female students. Participants must submit parent permission slips. Tickets will be sold the week before the game during lunch periods. Cost per ticket is $0.25. All proceeds will go to the Student Council and SURE. Junior Class Advisor, Ms. Rachel Wulk is in charge of this event. The school day will run on a pep-rally schedule and at the appropriate time, students will be escorted by their teachers to Bennett Field.

Event Staff include the following teachers:

Senior Coach Mr. Costenbader

Junior Coach Mr. Hampel

Officials Mr. Chila

Announcer Mr. Vogeding

Concession Stand Members of the Junior and Senior Class

Uniforms / Supplies Provided by Cheerleading Coach Erica Scott and Football Coach Glenn Howard.

1. Recommend approval for the Paulsboro High School Key Club to participate in the Classrooms to Courtrooms Program at the Gloucester County Courthouse located in Woodbury, New Jersey on Friday, November 15, 2019. Paulsboro Key Club Advisor, Christine O’Malley is in charge of this event. Cost to the Board of Education is school bus transportation (Driver’s salary $24.75 per hour x 3 hours = $74.25 and Mileage $3.00 per mile x 20 miles = $60.00)

Informational: The Classrooms to Courtrooms program is an opportunity for students to work directly with a judge to learn about the justice system. The judge may also come to the school to participate in activities or teach classes. The judge may also invite the students to her chambers or courtroom. The activity recommended above will be a mini-mock trial.

1. Recommend approval for the Paulsboro High School Wrestling Team to participate in the following tournaments during the 2019-2020 season. The dates of the tournaments will be included with the Winter Season Sports Schedule when it is presented to the Board of Education at the October meeting.

| **Tournament** | **Location** | **Entrance Fee** | **Lodging** | **Transportation** | **Meals** |
| --- | --- | --- | --- | --- | --- |
| Brick Memorial Wresting Tournament | Brick Township, New Jersey | $438.00 | $881.18 | School Bus | $600.00 |
| Newton Dual Meet Tournament | Newton, New Jersey | $300.00 | $948.80 | \*Public Service  $1,900.00 | $700.00 |
| Council Rock Tournament | Holland, Pennsylvania | $400.00 | $800.00 | School Bus | $900.00 |
| Group I Tournament | Toms River, New Jersey | Not applicable | $881.18 | School Bus | $600.00 |
| District 26 Tournament | Deptford, New Jersey | Not applicable | Not applicable | School Bus | $450.00 |
| Region Tournament | Toms River, New Jersey | Not applicable | $630.00 | School Bus | $900.00 |
| State Championship Tournament | Atlantic City, New Jersey | Not applicable | $1,260.00 | School Bus | $750.00 |

Informational: The wrestling team participated in the same tournaments during the 2018-2019 school year. The administration is seeking approval for these tournaments at this time so that entrance fees can be paid on a timely basis. $25.00 per student and coach is budgeted per day for meals.

\*The Paulsboro Wrestling Association on some occasions pays part of the cost to upgrade transportation from a school bus to a chartered coach.

1. Recommend approval of the following actions and preliminary Financial Overview for the John and Betty Vogeding Wrestling Tournament:
2. Paulsboro High School to host the tournament Friday, December 20, 2019 (Junior Varsity) and Saturday, December 21, 2019 (Varsity).
3. District Insurance Broker Steve Anuszewski to serve as the Tournament Director without a stipend.
4. Paulsboro Public Schools to pay for ticket takers, officials, timers, security, and police.
5. Paulsboro Wrestling Club (Student Activity Account) to pay for awards, hospitality room, and Track Wrestling.
6. The scorers and table runners to serve as unpaid volunteers.
7. Paulsboro Wrestling Association (outside organization) to operate the concession stand and 50/50 and retain the profit for these activities.
8. Ticket prices will be $3.00 for adults and $2.00 for students/senior citizens on Friday and $ 7.00 for adults and $4.00 for students/senior citizens on Saturday.
9. Gate receipts to be deposited in the appropriate Paulsboro Public School account.
10. Entry fee of $450.00 per team for the tournament to be deposited in Paulsboro Wrestling Club account (Student Activity Account).

Informational: Paulsboro High School has hosted the John and Betty Wrestling Tournament for the past ten years. In addition to Paulsboro, eight teams enter the tournament. The school district does not charge custodial service, utilities, etc. to the tournament so “Profit” is not used in the fullest sense of the word in the following financial overview.

**Financial Overview**

**2019 Vogeding Tournaments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Paulsboro High School’s Obligations** | | | |
| **Expenses** | | | |
| **Position** | **Date** | **Amount** | **Total** |
| Officials | Friday, 12/20/19 | 4 (JV) Officials x $295.00 | $1,180.00 |
| Officials | Saturday, 12/21/19 | 4 (Var.) x $390.00 | $1,560.00 |
| In-House Security | Friday, 12/20/19 | 1 x $60.00 | $60.00 |
| In-House Security | Saturday, 12/21/19 | 1 x $120.00 | $120.00 |
| Ticket Taker | Friday, 12/20/19 | 1 x $55.00 | $55.00 |
| Ticket Taker | Saturday, 12/21/19 | 1 x $110.00 | $110.00 |
| Athletic Trainer | 12/20 & 12/21/19 | $300.00 | $300.00 |
| Clock-Timers | 12/20 & 12/21/19 | 2 x $150.00 | $300.00 |
| Police | 12/20 & 12/21/19 | 1 officer x $55.00 per hour for 7 hours | $385.00 |
|  |  | **Total Expenses** | **$4,070.00** |
| **Revenue (estimated)** | | | |
| **Junior Varsity** |  |  |  |
| Adult Tickets | Friday, 12/20/19 | 150 @ $3.00 | $450.00 |
| Student Tickets | Friday, 12/20/19 | 100 @ $2.00 | $200.00 |
| **Varsity** |  |  |  |
| Adult Tickets | Saturday, 12/21/19 | 400 @ $7.00 | $2,800.00 |
| Student Tickets | Saturday, 12/21/19 | 150 @ $4.00 | $600.00 |
|  |  | **Total Revenue** | **$4,050.00** |
| **Paulsboro Wrestling Club** | | | |
| **Expenses** | | | |
| Awards | Friday, 12/20/19 | 56 Medals @ $6.25 | $350.00 |
| Awards | Saturday, 12/21/19 | 84 Medals @ $6.25 | $525.00 |
| Hospitality Room |  | Food Estimate | $450.00 |
| Track Wrestling | 12/20 & 12/21/19 |  | $200.00 |
| **Total Expenses** | | | **$1,525.00** |
| **Revenue** | | | |
| Entry Fees | $450.00 for 8 teams no charge for PHS | | $3,600.00 |
| **Profit** | | | **$2,075.00** |
| **Paulsboro Wrestling Association** | | | |
| Concessions | 12/20 & 12/21/19 |  | $ 750.00 |
| 50/50’s | 12/20 & 12/21/19 |  | $ 100.00 |
| **Profit** | | | **$ 850.00** |

1. Recommend approval of the following actions and preliminary budget for the District 26 Wrestling Tournament:
2. Paulsboro High School to host the 2020 New Jersey State Inter-Scholastic Athletic Association (NJSIAA) District 26 Wrestling Championship at Rowan College of South Jersey on Saturday, February 22, 2020.
3. Recommend approval of District Insurance Broker Steven Anuszewski as the Site Manager for the event at no cost to the Board of Education.
4. Recommend approval for the Paulsboro High School Assistant Principal James Pandolfo as the Assistant Site Manager for the event at no cost to the Board of Education.
5. Recommend approval to enter into an agreement with Rowan College at Gloucester County to provide the venue for the event.
6. Recommend approval to accept a donation in the amount of $500.00 from the Paulsboro Wrestling Association to pay the rental fee for the event venue.
7. Recommend approval of ticket prices of $10.00 for adults and $6.00 students / seniors. For the final session admission $3.00 for adults and $2.00 students / senior citizens.

Informational: Paulsboro high School has hosted a district wrestling tournament since 1968 and has held the event at the county community college since 1972. Steve Anuszewski and Jim Pandolfo have volunteered their services since 2000.

1. Recommend approval for the 2020 District 26 Wrestling Tournament estimated budget:

**Estimated Expenses**

| **District 29 Tournament Position / Fees** | **Costs** |
| --- | --- |
| Wall Charts | $95.00 |
| Seeding meeting-food | $110.00 |
| Wrestling Officials | $1,400.00 |
| Site Manager | no charge |
| Assistant Manager | no charge |
| Clerk | $135.00 |
| Computer Operator | $165.00 |
| Brackets/Gym Set up | $135.00 |
| Ticket Taker | $115.00 |
| Ticket Taker | $115.00 |
| Ticket Taker | $115.00 |
| Timer | $135.00 |
| Timer | $135.00 |
| Alternate Timer | $135.00 |
| Scorer | $135.00 |
| Scorer | $135.00 |
| Alternate Scorer | $135.00 |
| Announcer | $150.00 |
| Photographer | no charge |
| Police | $1,040.00 |
| Security | $200.00 |
| Trainer | $400.00 |
| **Expenses - Estimated** | **$4,985.00** |

Rowan College of South Jersey Rental of $500.00 will be paid by Paulsboro Wrestling Association as mentioned above.

|  |  |  |  |
| --- | --- | --- | --- |
| **District 29 Tournament Revenue (Estimated)** | | |  |
| Adult tickets sold-AM | 300 | $10.00 | $3,000.00 |
| Senior and Children tickets sold-AM | 100 | $6.00 | $600.00 |
| Adult tickets sold-PM | 200 | $3.00 | $600.00 |
| Senior and Children tickets sold-PM | 100 | $2.00 | $200.00 |
| Sub-Total |  |  | $4,400.00 |
| Team Fees |  |  | $900.00 |
|  |  | **Total Estimated Revenue:** | $5,300.00 |

1. Recommend approval for qualifying Paulsboro High School students to participate in the following chorus events:
   * + 1. **NJ All State Chorus and Orchestra Concert** at the NJEA Convention in Atlantic City, NJ on November 8, 2019. Paulsboro High School Senior Jacen Abbott will represent his school in the concert. Paulsboro High School Teacher Aaron Krasting is in charge of this event. Cost to the Board of Education includes school bus transportation (Drivers Salary- $24.75/hour x 8 hours = $198.00 + Mileage – 150 miles x $3.00 per mile = $450.00)

Informational: Jacen Abbott is only the 21st Paulsboro High School student ever to qualify for the All State Chorus.

1. **NJ All State Chorus and Orchestra Concert** on November 17, 2019 at the NJPAC in Newark. Jacen Abbott will represent his school in this concert. Paulsboro High School Teacher Aaron Krasting is in charge of this event. Cost to the Board of Education includes school bus transportation (Drivers Salary- $24.75/hour x 8 hours = $198.00 + Mileage – 150 miles x $3.00 per mile = $450.00)
2. **All South Jersey Chorus Auditions** on November 16, 2019 at Woodstown High School in Woodstown, NJ. Paulsboro High School Teacher Aaron Krasting is in charge of this event. Cost to the Board of Education includes school bus transportation (Drivers Salary- $24.75/hour x 5 hours = $123.75 + Mileage – 40 miles x $3.00 per mile = $120.00)

Informational: Jacen Abbott was accepted last year and is re-auditioning this year. He is the only student auditioning. The concert is held the last weekend in January 2020 at Washington Township High School in Sewell, New Jersey

1. Recommend approval to produce the spring 2020 school musical, *Once On This Island* on March 19, 20, and 21, 2020 as well as the preliminary budget presented below.

Informational: *Once On This Island* is a highly original and theatrical Caribbean adaptation of the popular fairy tale, The Little Mermaid. It earned eight Tony Award nominations including Best Musical.

A peasant girl rescues a wealthy boy from the other side of the island. Unbeknownst to her, the gods who preside over the island make a bet with one another over which is stronger, love or death. She is shunned because of her lowly status. Her determination and capacity to love is not enough to win the heart of the boy that she rescued and she pays the ultimate price. The gods turn her into a tree that grows so strong and so tall that it breaks the wall that separates the societies and ultimately unites the people of the island.

*Once On This Island's* requires only a small band, minimal sets and allows flexibility in cast size. This makes it an excellent choice for a production in the Paulsboro High School Cafeteria.

1. Recommend approval to appoint the following position at Paulsboro High School for the 2019-2020 school year. Stipends are as per agreement with the Paulsboro Education Association.

| **Position** | **Advisor** | **2019-2020**  **Salary (in $)** |
| --- | --- | --- |
| Assistant Play Director | Matthew Phillips English | $2,219.00 |

Informational: Listed below are advisors that were approved on the June 24, 2019 Board of Education meeting to Co-Curricular and Class Advisor positions at Paulsboro High School for the 2019 - 2020 school year. Stipends are as per agreement with the Paulsboro Education Association.

Acct. #11-401-100-100-00-997

| **Position** | **Advisor** | **2019-2020**  **Salary**  **(in $)** |
| --- | --- | --- |
| Play Director | Barbara Thomson | $6,737.00 |
| Play Business Advisor (Note 1) | Barbara Thomson | $339.00 |
| Stage & Set Crew Advisors | Margaret LaDue  Steven Smeresky | $2,154.00  $2,154.00 |

Note 1: Advisor earns the stipend listed plus 10% of revenues from advertisement book as per agreement with the Paulsboro Education Association.



Informational: The following staff members will be paid out of the revenue and the concessions from the musical:

Cafeteria Manager (Concessions) - Paulsboro High School Teacher Gina Morina

Ad Book Editor – stipend from 10% of sales - Paulsboro High School Teacher Holly Klein

Vocal Coach (paid out of revenue) - Paulsboro High School Teacher Aaron Krasting

1. Recommend approval of the following volunteers for the 2019-2020 Paulsboro High School Musical Production:

Rebecca Smith Tahje Thomas (PHS Staff)

Michael Yarabinee Brenda Caltabriano (PHS Staff)

Timothy McLean Douglas Foglein (PHS Staff)

Rosemary Haley Maria Elena Morina (LES Staff)

Alicia Thomson Madison Pidliskey (BECC Staff)

John Hurst

Informational: A certificated staff member will be with the volunteers when students are present. The recommended volunteers were also approved by the Board of Education during the 2017-2018 school year. Volunteers were not submitted for Board of Education approval for 2018-2019. The New Jersey Department of Education does not require volunteers to undergo a Criminal History Record Check. The Paulsboro Board of Education only requires Volunteer Assistant Coaches to undergo this review.

1. Recommend approval for Paulsboro High School to host the Colonial Conference Middle School Wrestling Tournament on Saturday, February 8, 2020 from 8:00am-4:00pm. The following teams from the Colonial Conference will participate. This recommendation includes approval of the preliminary budget:

Audubon Lindenwold

Collingswood Overbrook

Gateway/Woodbury Paulsboro

Haddonfield Sterling

Haddon Heights West Deptford

Haddon Township

| **Budget:** | |
| --- | --- |
| Site Manager | $ 150.00 |
| 4 officials at $340 = | $1,360.00 |
| Ticket Taker= | $ 82.50 |
| 2 Scorekeepers | $ 240.00 |
| 1 Security Person | $ 90.00 |
| Track Wrestling | $ 95.00 |
| Medals/Awards | $ 250.00 |
| 1 Officer/Police | $ 195.33 |
| **Total** | $2,462.83 |
| Divided by 10 teams  (including Paulsboro) = $246.39 | |

The expenses are divided among the participating schools. The gate receipts are deducted from gross expenses and the net cost is shared by the participating schools.

Informational: Paulsboro High School has hosted this tournament for many years.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott abstain C, Mrs. Stevenson, Mrs. Cooper abstain C, Mr. Hamilton abstain C, Mrs. Henderson abstain I, S, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael abstain R, voting 9 YES.

Motion carried

1. Informational-South Jersey Wrestling Hall of Fame

The South Jersey Wrestling Hall of Fame will conduct its 40th Annual Hall of Fame Induction Ceremony on Saturday, November 2, 2019 at Masso’s Crystal Manor in Glassboro, New Jersey. The Board of Education placed an advertisement in the program for this event.

**Student Activities V – W:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Stevenson, seconded by Henderson to approve items V-W.

1. Recommend approval to offer a Crazy 8s Math Club as an after school Enrichment Program at Billingsport Early Childhood Center. Teacher Colleen Phifer is volunteering her service to supervise this activity. Material for Crazy 8s is provided free of charge by Bedtime Mathematics. The only cost to the Board of Education is about $80.00 for materials such as markers, paper, tape, etc.

Informational: The Crazy 8s Math Club is designed to provide high-energy mathematics activities that make this subject fun for students. The program is offered one time per week for eight weeks (A Season). The club can be repeated four times (4 Seasons) with new activities during each Season. Crazy 8s is aligned with the Common Core Standards.

Commendations to Colleen Phifer for volunteering her services to supervise and coordinate this valuable activity.

1. Recommend approval to have guests in the Loudenslager Elementary School classrooms on Wednesday, November 6, 2019 from the VFW 5579 to talk about Veteran’s Day with the students. Playground Aide Mary Bailey is the liaison for this visit. The Loudenslager Elementary School Student Council will provide the visitors with a light breakfast.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa voting 8 YES.

Motion carried

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

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

1. Recommend approval of the attached Three Year Comprehensive Maintenance Plans for 2018-2019, 2019-2020 and Anticipated 2020-2021 School Years for each school building. This approval includes authorization to submit the reports to the New Jersey Department of Education. (**Attachment**)

Informational: The Three Year Comprehensive Maintenance Plan (CMP) must be submitted to the New Jersey Department of Education on an annual basis. The CMP and the accompanying Form M-1 are used to document required maintenance expenditures over a ten-year period. Districts are required to expend at least 2% of building replacement costs over a ten-year period as a condition of receiving future state aid. The CMP details the prior year actual expenditure for required maintenance as well as the current budget and anticipated budget amounts.

1. 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 team will use the building as needed, but the Junior High School will use it on a daily basis at 3:30PM from November 2019 to March 2020. This building has been used in past years for Paulsboro High School and Paulsboro Junior High School students. Cost to the Board of Education will be $100.00 per week for cleaning services not to exceed $1,400.00.

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

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

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

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

1. Recommend approval to submit the following 2018-2019 carry-over fund requests so that federal funds can be expended during the 2019-2020 school year.

|  |  |  |
| --- | --- | --- |
| **Grant Program** | **Amount** | **Informational**  **Use of Carry Over Funds** |
| Title I | $71,187 | Support salaries of Basic Skills Instructional Aides at Billingsport Early Childhood Center |
| Title 1 SIA | $34,474 | Purchase instructional supplies |
| Title IIA | $20,700 | Pay for professional development for instructional staff |
| Title IV | $8,437 | Purchase instructional supplies and Brightlink interactive display boards. |

1. Recommend approval to contract with On-Tech Consulting Inc. to represent the Paulsboro School District in connection with completion of the application for E-Rate (Universal Service Fund) funding for the 2020-2021 school year at a cost of $8,500.00. This is the same rate as charged last year.

Informational: Telecommunication companies make contributions to the Universal Service Fund (E-Rate) in order to help make technology affordable for schools. Subsidies apply to the purchase of such items as Internet access, telephone lines, as well as infrastructure improvements. The amount of the subsidy is based on the number of students eligible for free and reduced priced meals.

The application process for E-rate monies is long, complicated and has regulations that frequently change. The use of a consulting firm to handle the E-Rate process is recommended for two reasons. First, in order to assure maximum subsidy amounts, consultants are the most knowledgeable of current procedures and changes. Second, the school district technology staff is too small to complete this process on a timely basis while managing the maintenance, upgrades, installations, etc. associated with the districts computer network. The contract includes proper completion of all steps of the application process with the Universal Service Administrative Company (“USAC”), including any necessary clarifications, appeals or reimbursement requests.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

1. Informational - **Child Nutrition:**

The following is a summary of student participation in the breakfast and lunch program for September 2019. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration will explore strategies to increase participation in this important program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Percentage Participation- September 2019** | | | |
| **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro Junior and Senior High Schools** | **Districtwide** |
| Breakfast | 89% | 68% | 17% | 53% |
| Lunch | 76% | 79% | 80% | 78% |
| **For Comparison- Percentage Participation – September 2014** | | | | |
| Breakfast | 91% | 76% | 25% | 58% |

1. Informational – **Insurance**:

Paulsboro Board of Education has qualified for the School Alliance Insurance Fund (SAIF) 2018-2019 Tier 1 Safety Incentive Program award earning a $2,500.00 credit towards the 2019-2020 assessment.  The Safety & Education Advisory Committee believes completing these requirements assists the Fund in controlling claims costs for its members.  The awards were presented at the SAIF’s annual reorganization meeting held on October 23, 2019 at the Sheraton Atlantic City Convention Center Hotel.

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

Motion made by Hamilton, seconded by Lozada-Shaw to approve items E-G which The Greenwich Township Representative may vote on.

1. Recommend approval to accept a donation of school supplies including pencils, erasers, pencil sharpeners, glue sticks, scissors, highlighters, etc. for use by students at Loudenslager Elementary School. The donation was made by St. Paul’s Methodist Church located at 16 East Broad Street, Paulsboro, New Jersey. The donation is valued at $150.00. Nancy Hall is the contact person at St. Paul’s.

Informational: This is the fifth year that St. Paul’s Methodist Church has conducted a school supply drive to benefit the students at Loudenslager Elementary School.

1. Recommend approval to accept 500 backpacks with supplies for use by students at Loudenslager Elementary School and Billingsport Early Childhood Center. The donation was made by Better Education for Kids Institute located at 11 Commerce Drive Suite 310, Cranford, NJ. The donation is valued at $1,750.00. Gerard Green is the contact person for Better Education for Kids Institute.

Informational: The Better Education for Kids Institute has donated more than 150,000 backpacks to schools and community groups since 2011. Assemblyman Burzichelli served as the liaison for this project.

1. Recommend approval to accept 200 books for use by students at Loudenslager Elementary School. The donation was made by from Walmart located at 820 Cooper Street, Woodbury, New Jersey. The donation is valued at $150.00.

Informational: The donation was coordinated by Janice Dittmore who works at Walmart and whose grandchild attends school in Paulsboro.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson abstain E, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

Motion carried

**School Safety A - C:** The Greenwich Township Representative may vote on items in this section of the agenda.

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

* 1. Recommend approval of the Nursing Services Plan for Paulsboro High School and Paulsboro Junior High School for the 2018-2019 school year and authorization to submit the report to the Gloucester County Office of Education. (**Attachments**)

Informational: The nursing services plans provide an accounting of the work completed by the school nurses during the past year. The following charts provides brief overview of the information detailed in the attached reports. The chart is only provides a snapshot of some of these services.

|  |  |  |  |
| --- | --- | --- | --- |
| **Services Rendered** | **Billingsport Early Childhood Center** | **Loudenslager Elementary School** | **Paulsboro High School and**  **Paulsboro Junior High School** |
| Number of Health Office Visits | 2,119 | 2,840 | 1,092 |
| Total Medications Administered | 1,200 | 452 | 1,674 |
| Number of Students with Asthma | 20 | 63 | 30 |
| Number of Students with Other Serious Health Concerns | 4 | 5 | 9 |
| Health Screening – Hearing, Vision, Blood Pressure, Heights and Weights | 280 each | 317 each | 212 - 285 each |
| Maintenance of Medical Records | 370 | 387 | 477 |
| Sports Physicals | 0 | 31 | 320 |
| Child Study Team Reports | 35 | 16 | 10 |

1. Recommend approval for Loudenslager Elementary School Principal, Mr. Matthew Browne to serve as School Safety Specialist for the Paulsboro Public Schools for the 2019-2020 school year. There is no additional cost to the Board of Education.

Informational: P.L.2017, CHAPTER 162, Assembly, No. 3347 requires the Superintendent of each school district to designate a school administrator as a School Safety Specialist for the district. This action should have taken place prior to July 1, 2019 but it appears to have been overlooked and not included on an agenda of the Board of Education. Mr. Browne holds a School Safety Specialist Certificate. He must complete 10 hours of training annually to maintain this certification.

1. Recommend approval of the following School Crisis Teams for the 2019-2020 school year.

|  |
| --- |
| **Paulsboro Junior/Senior High School** |
| Mr. Paul Morina, Principal |
| Mr. James Pandolfo, Vice Principal |
| Mr. John Giovannitti, Assistant Principal/Athletic Director |
| Mary Porter, School Nurse |
| Mr. Tahje Thomas, Principal's Secretary |
| Ms. Ashley Higginbotham, School Psychologist |
| Mr. Vince Giovannitti, Guidance Counselor |
| Mrs. Melba Moore-Suggs, Guidance Counselor |
| Ms. Jean Brown, Student Assistance Counselor |
| Mr. Thomas Damminger, Teacher |
| Mrs. Christine Lindenmuth, Instructional Coach |

Informational: The School Crisis Teams serve as the leadership group during a crisis. These teams understand the district and school security procedure. Each Crisis Team is composed of volunteers who have been recommended by their principals.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson abstain C, Ms. Lozada-Shaw, Mr. Lisa, Mr. Michael voting 9 YES.

Motion carried

**School Safety D - F:** The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Lozada-Shaw, seconded by Stevenson to approve items D-F.

1. Recommend approval of the Nursing Services Plans for Billingsport Early Childhood Center and Loudenslager Elementary School for the 2018-2019 school year and authorization to submit the report to the Gloucester County Office of Education. (**Attachments**)

Informational: Please see report above.

1. Recommend approval of the following School Crisis Teams for the 2019-2020 school year.

|  |
| --- |
| **Loudenslager Elementary School** |
| Mr. Matthew J. Browne, Principal |
| Mr. Dennis Weiss, Daytime Custodian |
| Mrs. Cindy Anderson, Evening Custodian |
| Ms. Lisa Phillips, School Secretary |
| Mrs. Catherine Brettman, Nurse |
| Mrs. Charisse Generette, Social Worker |
| Mrs. Joanne Gayeski, Teacher |
| Mrs. Kathleen Brown, Teacher |
| Ms. Elaine Andrus, Teacher |
| Mrs. Maria Phillips, Teacher |
| Mr. Anthony Petrutz, Teacher |
|  |
| **Billingsport Early Childhood Center** |
| Mrs. Tina Morris, Principal |
| Mr. Dnita Roane, Daytime Custodian |
| Mr. John Potter, Evening Custodian |
| Mrs. Kathy Moran, Evening Custodian |
| Mrs. Joann Hoehn, School Secretary |
| Ms. Katelyn Dilks, Social Worker |
| Mrs. Kristin Shute, Speech Pathologist |
| Mrs. Karen Dutton, Teacher |
| Mr. Anthony Dellavecchia, Teacher |
| Mrs. Noreen DeMarco, Teacher |
| Mrs. Cynthia Moultrie, Teacher |

Informational: The School Crisis Teams serve as the leadership group during a crisis. These teams understand the district and school security procedure. Each Crisis Team is composed of volunteers who have been recommended by their principals.

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

of Schools for the following cases investigated as 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** | **Names of Investigators** | **Type and Nature of Discipline Imposed** |
| --- | --- | --- | --- | --- |
| PJHS91219004 | 9/12/19 | Complete | Jessica Johnson, Anti-Bullying Specialist | Non-HIB  Follow-up with Guidance  Schedule Change |
| PJHS91819003 | 9/18/19 | Complete | Jessica Johnson, Anti-Bullying Specialist | Non-HIB  Parent Conference  Counseled students about the harm rumors cause. |
| BECC91819001 | 9/18/19 | Complete | Katelyn Dilks and Megan Dimit  Anti-Bullying Specialist | Non-HIB  Pushing-Shoving  Admonishment  Counseling |
| PJHS100219005 | 10/2/19 | Complete | Jessica Johnson, Anti-Bullying Specialist | HIB  Hitting and Gesturing  Counseling, Schedule Change and Suspension |
| PJHS100419006 | 10/4/2019 | Complete | Jessica Johnson, Anti-Bullying Specialist | Non-HIB  Hitting  Suspension, Intervention Plan Implemented with Daily Monitoring |

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(s). In general, the Superintendent confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify the decision. The Superintendent informs the parents of this decision as well as their rights to appeal.

*Roll Call Vote*: Ms. Reilly, Mrs. Scott, Mrs. Stevenson, Mrs. Cooper, Mr. Hamilton, Mrs. Henderson, Ms. Lozada-Shaw, Mr. Lisa, voting 8 YES.

Motion carried

1. Informational: Report of School Security Drills

| **Report of Paulsboro Public Schools Security Drills** | | | | |
| --- | --- | --- | --- | --- |
| **Type of Drill** | **Notation** | **Schools** | | |
| **Paulsboro Junior / Senior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/12/2019 | 09/13/2019 | 9/11/2019 |
| Evacuation  (Non-Fire) | Each school must conduct two annually |  |  |  |
| Lockdown | Each school must conduct two annually |  |  |  |
| Bomb Threat | Each school must conduct two annually |  |  |  |
| Active Shooter | Each school must conduct two annually | 9/16/2019 | 9/16/2019 | 09/17/2019 |
| Shelter In Place | Each school must conduct two annually |  |  |  |
| **Other Drills** | | | | |
| Bus Evacuation | School District (Annually) | (P8) 9/17/19 |  |  |
| Bus Evacuation | School Routes  (2 Annually) | 9/18/19  (P6) Bankbridge Elementary |  | 10/16/19  (P5) Preschool Jeffery Clark School, East Greenwich Twp. |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/30/2019 | 09/25/2019 | 09/30/2019 |

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

**Public Comment**

None

**Executive Session**

Motion made by Stevenson, seconded by Hamilton to adjourn to Executive session at 8:40 PM and unanimously carried (9-0)

WHEREAS the “Open Public Meetings Act:” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed, the Paulsboro Board of Education will meet in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation. The matters discussed will remain confidential until the need for confidentiality no longer exists.

**BE IT RESOLVED**: The Paulsboro Board of Education will adjourn to Executive Session to discuss personnel matter the results of which may be made known upon return to regular session or when conditions warrant.

Motion made by Henderson, seconded by Lozada-Shaw to Return to Public session at 9:20 PM

Motion made by Stevenson, seconded by Hamilton and unanimously carried (9-0) to approve item A which The Greenwich Township Representative may vote on.

1. Recommend approval for the Interim Superintendent of Schools to take those actions needed to be certain that all contracts relative to the Senior Class Trip are maintained prior to the next meeting of the Board of Education.

Motion made by Hamilton, seconded by Stevenson and unanimously carried (9-0) to approve item B which The Greenwich Township Representative may vote on.

1. Recommend approval of the School Safety Manuals for Billingsport Early Childhood Center, Loudenslager Elementary School, Paulsboro Junior and Senior High Schools and the Administration Building.

Motion made by Hamilton, seconded by Stevenson and unanimously carried (9-0) to approve item C which The Greenwich Township Representative may vote on.

1. Recommend approval to terminate the contract of Paulsboro High School Teacher of English S.C. effective December 18, 2019 as a result of notice provided by the Interim Superintendent on October 18, 2019.

Motion made by Hamilton, seconded by Stevenson and unanimously carried (9-0) to approve item D which The Greenwich Township Representative may vote on.

1. Recommend approval to appoint Brittany M. Toole to the position of Long-Term Substitute Teacher of English assigned to Paulsboro High School effective on or about November 6, 2019. Ms. Toole will serve until December 18, 2019 or until S.C. returns to work, whichever comes first. Ms. Toole will earn BA Step 1 - $47,061.00 prorated on a per diem basis ($47,061/184 days = $255.77 per day). This position does not include benefits.

**Next Scheduled Meeting**

**Monday, November 25, 2019**

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

*7:00 p.m. –Regular Meeting – Loudenslager Elementary School Multipurpose Room*

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

•The Board will take official action at this meeting.

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

attendance.

**Motion To Adjourn**

Motion made by Stevenson, seconded by Hamilton and unanimously carried (9-0) to adjourn the meeting at 9:25 PM.

Respectfully Submitted

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Scott Henry

Interim Board Secretary