**PAULSBORO PUBLIC SCHOOLS**

**August 24, 2015**

**MINUTES**

**REGULAR MEETING**

The Oath of Office was administered by Board Secretary, Jennifer Johnson to Lisa Priest, appointed to Mrs. Irma Stevenson open seat.

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Ridinger reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:14p.m.by pledging allegiance to the flag with the following members present: Mr. Ridinger, Ms. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mrs. Stevenson, and Mr. Walter. Ms. Eastlack and Mr. Hughes, Greenwich Township Representative were absent. Also present were Dr. Laurie Bandlow, Superintendent and Ms. Johnson, Business Administrator / Board Secretary.

**PRESENTATIONS**

None

**PUBLIC COMMENT**

Bishop Adolpho Scott, Jr., Paulsboro High School Graduate Class of 1981, discussed the Church Service scheduled for Sunday, September 13, 2015 at 3:00pm in the Paulsboro High School auditorium. Bishop Scott thanked the Board of Education for approving the use of space for the event and looked forward to seeing them at the event.

JoAnn Gayeski invited the board to the *Paulsboro Education Association Welcome Back Luncheon* at noon in the Paulsboro High School Café on September 9, 2015.

Carol Herrera, 440 Nassau Avenue, addressed the Board of Education with her concerns regarding the Homecoming date approved for the current school year.

**CORRESPONDENCE**

Motion by Giampola, seconded by Dunn to accept the letter of resignation from Board of Education member Marvin E. Hamilton effective August 11, 2015.

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

Discussion took place.

Motion by Giampola, seconded by Walter to appoint Irma Stevenson as a Paulsboro Board of Education Member in the seat vacated by Marvin Hamilton until the next election.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

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

None

**OLD BUSINESS**

1. Board of Education – Self Evaluation

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

The Superintendent respectfully suggests that the Board of Education invite a representative of the New Jersey School Boards Association to attend an upcoming meeting to present the results of the Self-Evaluation.

1. Evaluation of the Interim Superintendent

Informational: The Board of Education and Interim Superintendent Walter Quint agreed to use the format for the Evaluation of Superintendent of Schools provided by New Jersey School Boards Association. The evaluation is based on the 13 goals that were mutually agreed upon for the 2013-2014 and 2014-2015 school years.

Please find attached ***Part I Progress Toward District Goals and Objectives***. Dr. Quint completed the Superintendent Rating and Comments sections of Part I. Board of Education members are now respectfully requested to complete the Board Member Rating and Comments.

Also, Please find attached **Part II: Performance in Leadership and Executive Skills**. Each member of the Board of Education is respectfully requested to complete each component of Part II. (**Attachment**)

Each member of the Board of Education is requested to complete Part I and Part II and return the documents to Superintendent of Schools Laurie Bandlow by Friday, September 14, 2015. Dr. Bandlow will work with Dr. Quint to tabulate the evaluations into a summary document for signature by the President and Vice President of the Board of Education.

**NEW BUSINESS**

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

The annual convention of the New Jersey School Boards Association (NJSBA) is scheduled for Tuesday, October 27, 2015 – Thursday, October 29, 2015. Reservations have been made for members of the Board of Education to stay at the Taj Mahal on Tuesday night, October 27 and Wednesday night, October 28, 2015.

1. Electronic Communication Between Members of the Board of Education

New Jersey School Boards Association recently distributed the following information. The Superintendent thought that it was worth reprinting as part of this agenda. This has not been/is not a concern in Paulsboro but the information does provide valuable guidance.

*NJSBA recommends that board members avoid email discussions or communication with a quorum of its membership. This activity could be challenged as a violation of the Open Public Meetings Act (OPMA).*

*A one-way flow of information via email is unlikely to create a violation of the OPMA.  This electronic dissemination of information could be analogized to information packets sent to board members prior to the meeting.  Using technology in such a way could be an effective mechanism for delivering up to date information.  It would also seem to be appropriate for individual board members to email requests for supplemental materials.*

*On the other hand, if a quorum of the board were to engage in a real-time chat, or instant messaging, this would appear to qualify as a meeting by electronic communication equipment, requiring the board to comply with the notice and right to attend provisions of the sunshine law.  This scenario would deny public's right of access (1) by the lack of a central location for witnessing the deliberations and (2) by the potential inability for some members of the public to attend.  It is difficult to predict with any certainty how any New Jersey court would view an online meeting if a community member were to challenge such a meeting.  For these reasons, NJSBA recommends that board members not communicate through email with a quorum of the board's membership.*

*As a guiding principle, once board members begin to engage in two way communication, or a "string" of communication involving additional board members, each step brings the board closer to the possibility that the boards' action could be challenged as a violation of the sunshine law.  In addition, having a written memorial of such discussion raises a red flag about the public's right of access to the email as a public record.*

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

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

Approval of Minutes **(Attachment)**

Special Meeting - July 9, 2015

Special Meeting Executive Session - July 9, 2015

Regular Meeting - July 27, 2015

1. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
2. Recommend approval of cash receipts for the month of June 2015 **(Attachment)**
3. Recommend approval of the budget transfers. **(Attachment)**
4. Reports of Secretary to Board of Education – June 2015



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

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of June 30, 2015, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Recorded via roll call vote of the Board of Education.

1. Pursuant to NJAC 6A:23A-16.10(c)2, I, Jennifer Johnson, Business Administrator to the Board of Education certify that anticipated revenue is as follows as of June 30, 2015. The final state aid payment for the State of New Jersey in the amount of $1,161,058 was received on July 8, 2015 and is not reflected in the cash as of June 30, 2015 below.



 Thursday, August 24, 2015

1. Pursuant to NJAC 6A:23A-16.10( c) 3, I Jennifer Johnson, Business Administrator to the Board of Education, certify that as of June 30, 2015, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to NJSA 18A:22-8.1 and NJSA 18A:22-8.2.

Thursday, August 24, 2015

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative, 2 ABSENT

Motion carried

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

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

1. Recommend approval to make the following changes to the Paulsboro High School teachers whose salaries are charged to the No Child Left Behind (NCLB) Title I Part A grant for the 2014-2015 school year effective September 1, 2014. This recommendation corrects the record from the October 30, 2014 meeting of the Board of Education

|  |  |  |
| --- | --- | --- |
| **Staff Member** | **Salary 2014-2015** | **Position** |
| Andrea Lilley | $12,474.74 | 0.259 of a Full Time Teacher at $48,165 |
| Christine Lindenmuth | $16,025.16 | 0.231 of a Full Time Teacher at $69,373 |
| Alexandra DiLorenzo | $6,033.50 | 0.138 of a Full Time Teacher at $43,721 |

Informational: The Board of Education originally approved a portion of the salaries of three teachers to be charged to NCLB. This action was taken on June 30, 2014 before the schedule for the Paulsboro High School teachers was complete. The action recommended above memorializes the names and exact salaries of the teacher being charged to this grant.

1. Recommend approval to grant the Superintendent authority to issue letters of intent to hire staff members as needed prior to the Monday, September 28, 2015 meeting of the Board of Education.

Informational:  “Letter of Intent” authority authorizes the Superintendent to offer positions to candidates prior to the next meeting of the Board of Education.   At its next meeting, the Board of Education would be obligated to approve these appointments.  The administration will only use letters of intent when absolutely necessary.  A number of members of the staff resigned relatively late in the summer.  As a result, interviews are still underway in order to hire staff members for school opening during September 2015.

1. Recommend approval to appoint the following people as Substitute Custodians for the 2015-2016 school year. The recommendation is contingent on each candidate successfully completing the Criminal History Background Review. Substitutes are used on an “as-needed basis” and earn $8.38 per hour.

Thomas Gouse Alisa R. Morris

Matthew Egan Gay Johnson

Informational: There are currently four full time custodial positions vacant due to retirements and transfers to Bus Driver. Supervisor of Support Staff Jack Henderson conducted the interviews and checked references. It should be noted that he also interviewed several people who are already on the list approved as Substitute Custodians. Approval of this recommendation will allow all of the candidates to work as substitutes so that Mr. Henderson can evaluate their work prior to the Superintendent making recommendations for the full time positions at the October 2015 meeting of the Board of Education.

1. Recommend approval to appoint Matthew Brady (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Speech Language Specialist effective September 1, 2015. Mr. Brady will earn MA Step G - $49,611 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of criminal history background review.

Informational: Interviews were conducted by the Director of Special Services John Giovannitti and Superintendent Laurie Bandlow. Mr. Giovannitti checked references. Mr. Brady replaces Barbara Kalnas who become an Instructional Aide.

1. Recommend approval to appoint Thomas Hampel (via letter of intent as authorized by the Board of Education on July 27, 2015) to the position of Teacher of Health and Physical Education assigned to Paulsboro High School effective September 1, 2015. Mr. Hampel will earn BA Step A - $44,041 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of the criminal history background review.

Informational: Interviews were conducted by Paulsboro High School Principal Paul Morina, Assistant Principal James Pandolfo and Superintendent Laurie Bandlow. Mr. Morina checked references. Mr. Hampel student taught in the Paulsboro Public Schools so the administration has firsthand knowledge of his work. Mr. Hampel replaces Nicholas Cappolina who recently resigned.

1. Recommend approval to appoint Joseph Duca (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Instructional Aide assigned to Paulsboro High School effective September 1, 2015. Mr. Duca will earn Step 1 - $20.58 per hour as per agreement with the Paulsboro Education Association. This recommendation is contingent on the successful completion of the criminal history background review.

Informational: Interviews were conducted by Paulsboro High School Principal Paul Morina and Superintendent Laurie Bandlow. Mr. Morina checked references. Mr. Duca replaces Joseph Dreger who recently resigned. Mr. Duca will work as a “push in” aide in English classes that have a significant number of students with disabilities.

1. Recommend approval to appoint D’Nita Hamilton (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Instructional Aide assigned to Paulsboro High School effective September 1, 2015. Ms. Hamilton will earn Step 1 - $20.58 per hour as per agreement with the Paulsboro Education Association. This recommendation is contingent on verification of substitute teacher certification and successful completion of the criminal history background review.

Informational: Interviews were conducted by Paulsboro High School principal Paul Morina and Interim Superintendent Walter Quint. Dr. Quint checked references. Ms. Hamilton replaces Vince Jones who recently resigned. Ms. Hamilton will work in the class taught by Ed Ross.

1. Recommend approval to use the Gloucester County Special Services School District (GCSSSD) to provide substitute School Nurses at a rate of $288 (up to 8 hours), $354 (8 – 10 hours), $253 long term per day and $175 half-day.

Informational: The school district has used GCSSSD to provide substitute School Nurses for a number of years. The district also has several substitute School Nurses of its own so the GCSSSD is used as a back-up agency for this service.

1. Recommend approval to appoint Christina Robinson (via letter of intent as authorized by the Board of Education on July 27, 2015) to the position of part time (19 hours per week) Long Term Substitute Instructional Aide assigned to the resource room at Loudenslager Elementary School effective September 1, 2015 – December 11, 2015 or whenever Sherry Burl returns to work, whichever comes first. Ms. Robinson will earn step 1 - $20.58 per hour as per agreement with the Paulsboro Education Association. This is a part time position that does not include benefits. This recommendation is contingent upon verification of certification.

Informational: Interviews were conducted by Loudenslager Elementary School Principal Phillip Neff and Superintendent Laurie Bandlow. Dr. Neff checked references. She replaces Sherry Burl who will be on leave.

1. Recommend approval to appoint Danielle Relation (via letter of intent as authorized by the Board of Education on July 27th 2015) to the position of part time (19 hours per week) Instructional Aide assigned to the resource room at Loudenslager Elementary School effective September 1, 2015. Ms. Relation will earn step 1 - $20.58 per hour as per agreement with the Paulsboro Education Association.

Informational: Interviews were conducted by Loudenslager Elementary School Principal Phillip Neff and Superintendent Laurie Bandlow. Ms. Relation worked in this same position as a long term substitute during the 2014-2015 school year. She replaces Stefanie Bucco who transferred to Billingsport Early Childhood Center.

1. Recommend approval to appoint Tricia Tarsatana (via Letter of Intent as authorized by the Board of Education on July 27, 2015) to the position of Part-Time School Psychologist assigned to Loudenslager Elementary School effective September 1, 2015. Ms. Tarsatana will earn $20 per hour not to exceed 702 hours for the 2015-2016 school (19.5 hours per week). Ms. Tarsatana will work directly with the Principal to establish a weekly work schedule. This position does not include benefits and is not represented by the Paulsboro Education Association. Funds are available for this position Account Number 11-000-218-104-03-00. This recommendation is contingent on verification of certification and successful completion of the Criminal History Background Review.

Informational: The 2015-2016 budget includes funds for a Part-Time Guidance Counselor at each of the elementary schools. The administration advertised for Guidance Counselor or School Psychologist because either can provide the type of support needed for students. Loudenslager Elementary School Principal Phillip Neff and Interim Superintendent of Schools Walter Quint conducted the interviews. Dr. Quint checked references. Ms. Tarsatana is under the supervision of the principal and not the Child Study Team.

1. Recommend approval to appoint Jaclyn Centifonti (via letter of intent as authorized by the Board of Education July 27, 2015) to the position of part-time Guidance Counselor assigned to Billingsport Early Childhood Center effective September 1, 2015. Ms. Centifonti will earn $20 per hour not to exceed 702 hours for the 2015-2016 school (19.5 hours per week). Ms. Centifonti will work directly with the Principal to establish a weekly work schedule. This position does not include benefits and is not represented by the Paulsboro Education Association. Funds are available for this position Account Number 11-000-218-104-02-00. This recommendation is contingent on verification of certification and successful completion of the Criminal History Background Review.

Informational: The 2015-2016 budget includes funds for a part-time Guidance counselor at each of the Elementary schools. Interviews were conducted by Billingsport Elementary School Principal Paul Bracciante and Superintendent Laurie Bandlow. Mr. Bracciante checked references and this is contingent on verification of certification and successful completion of criminal history background review.

1. Recommend approval to appoint Shane Tubb (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of teacher of Social Studies assigned to Paulsboro Junior High School effective September 1, 2015. Mr. Tubb will earn BA Step A - $44,041 as per agreement with the Paulsboro Education association. This recommendation is contingent on verification of certification and successful completion of the criminal history background review.

Informational: Interviews were conducted by Paulsboro Junior High School Principal Mildred Tolbert, Paulsboro High School Assistant Principal James Pandolfo, and Superintendent Laurie Bandlow. Ms. Tolbert checked references. Mr. Tubb replaces Gina Mariano who was recently transferred to Loudenslager Elementary School.

1. Recommend approval to create the position of Teacher of Basic Skills assigned to Paulsboro Junior High School effective September 1, 2015.

Informational: On June 18, 2015, the Interim Superintendent reported that the No Child Left Behind – Title IA allocation had increased from $687,540 (2014-2015) to $929,850 (2015-2016). This significant increase in funding allows the district to provide addition support for Basic Skills Instruction at Paulsboro Junior High School. During the 2014-2015 school year the number of Teachers of Basic Skills decreased in order to stay within budget limits while adding sections in grades 5 and 6 in order to reduce class size. As a result, Paulsboro Junior High School did not have the services of a Teacher of Basic Skills.

1. Recommend approval to appoint Meghan Shanaman (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Teacher of Mathematics assigned to Basic Skills at Paulsboro Junior High School. Ms. Shanaman will earn BA Step A - $44,041 as per agreement with the Paulsboro Education Association. This recommendation is contingent on verification of certification and successful completion of criminal history background review.

Informational: Interviews were conducted by Paulsboro Junior High School Principal Mildred Tolbert and Superintendent Laurie Bandlow. Ms. Tolbert checked references.

1. Recommend approval to appoint Beth Ann Weiss Smith (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Instructional Aide assigned to the newly created class for students with Behavioral Disabilities at Paulsboro Junior High School. Ms. Weiss will earn Step 2 - $20.63 as per agreement with the Paulsboro Education Association. This recommendation is contingent on verification of substitute certification and successful completion of the criminal history background review.

Informational: Interviews were conducted by Paulsboro Junior High School Principal Mildred Tolbert and Superintendent Laurie Bandlow. Ms. Tolbert checked references. This position was authorized by the Board of Education on July 27, 2015.

1. Recommend approval to appoint David Valiante (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Teacher of English assigned to Paulsboro Junior High School effective September 1, 2015. Mr. Valiante will earn BA Step A - $44,041 as per agreement with the Paulsboro Education Association. This recommendation is contingent on verification of certification and successful completion of the criminal history background review.

Informational: Interviews were conducted by Paulsboro High School Junior High School Principal Mildred Tolbert and Interim Superintendent Walter Quint. Ms. Tolbert checked references. Mr. Valiante replaces Ashley O’Hara who recently resigned. If approved Mr. Valiante will be an Alternate Route Teacher.

1. Recommend approval to appoint Danielle Doran (via letter of intent authorized by the Board of Education on July 27, 2015) to the position of Instructional Aide assigned to Billingsport Early Childhood Center effective September 1, 2015. Ms. Doran will earn Step 3 - $20.69 as per agreement with the Paulsboro Education Association. Ms. Doran will serve as a one-on-one aide assigned to student case number 2841 who is placed in the pre-school disabled class taught by Kimberly Katelhon. This recommendation is contingent upon verification of certification as a substitute teacher and successful completion of the criminal history background review.

Informational: Interviews were conducted by Billingsport Early Childhood Center Principal Paul Bracciante and Superintendent Laurie Bandlow. Mr. Bracciante checked the references. Ms. Doran has significant experience as an Instructional Aide in Woodbury, New Jersey.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

1. Informational:
2. Update on Personnel Vacancies

The administration is still interviewing candidates for the following positions. The positions will either be filled prior to the opening of school via Letter of Intent or by use of Long-Term Substitute Teachers provided by Source 4 Teachers.

Paulsboro Junior High Teacher of Students with Disabilities

Paulsboro High School Teacher of English

Paulsboro High School Teacher of Mathematics

Paulsboro High School Teacher of Science

1. Contract for the Business Administrator/Secretary to the Board of Education

At the July 27, 2015 meeting, the Board of Education tabled the contract of the Business Administrator/Secretary to the Board of Education. At the Board of Education’s convenience, this matter should be reconsidered.

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Giampola, seconded by Dunn to accept the Superintendents recommendation to approve items A-D:

1. Recommend retroactive approval (as authorized by the Board of Education on June 18, 2015) for Supervisor of Support Staff Jack Henderson to attend the Facility Training Workshop on Tuesday, August 25, 2015 in Sicklerville, New Jersey. There is no cost to the Board of Education.

Informational: This workshop is sponsored by the New Jersey Department of Education (NJDOE). The purpose of the workshop is to bring the school Facility Mangers up to date on rules, regulations and recent changes made by the NJDOE. Mr. Henderson will earn 4 Continuing Education Credits needed to maintain his standing as a Certified Facility Manager.

1. Recommend approval for Director of Assessment Dr. Lucia Pollino to attend the Fall Conference of the Foundation for Educational Administration/New Jersey Principals and Supervisors Association/New Jersey Association for Supervision and Curriculum Development on Thursday, October 22, 2015 and Friday, October 23, 2015 in Long Branch, New Jersey. Cost to the Board of Education includes mileage ($147) and registration ($295).

Informational: Workshop topics directly relevant to Dr. Pollino’s duties as well as district priorities include Preparing for the Partnership for Assessment of Readiness for College and Careers (PARCC), Delivering High Quality Instruction, Issues in School Law, Common Core Writing, Strategies to Engage All Learners and Teacher Evaluation.

1. Recommend approval for Business Administrator/Secretary to the Board of Education

Jennifer Johnson to attend the monthly meetings of the New Jersey Association of School Business Administrators. The recommendation includes approval for Deborah Kappra (Secretary to the Business Administrator) to attend the May 2016 meeting which is designed for Administrative Assistants. Cost to the Board of Education is the registration fee of $400 total for the year.

Informational: The topics of these meetings directly relate to Ms. Johnson’s duties. Topics include pension information, legal updates, grants management, Affordable Care Act, and the Consolidated Annual Financial Report (CAFR). The workshops allow Ms. Johnson to earn continuing education credits.

1. Recommend approval for Grand Canyon University Student Laurie Rizzolo to complete a pre-professional field experience in Paulsboro Junior High School between September 10, 2015 – September 27, 2015. Ms. Rizzolo will observe classes and interview two teachers. This will take place in the science classes taught by Glenn Howard and math classes taught by Judith Hathaway.

Informational: Appropriate request is on file from Grand Canyon University.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

1. Informational:
2. New Superintendent’s Academy

All newly hired Superintendents must attend the new Superintendent’s Academy. This is required by the New Jersey Department of Education in order for the Superintendent to convert their provisional certificate to a standard certificate. Superintendent Dr. Laurie Bandlow will be attending those meetings (as approved by the Board of Education on July 9, 2015. The meetings are scheduled for the following dates. September 18, 2015, October 21, 2015, November 18, 2015, January 15, 2016, February 24, 2016, March 15, 2016, and May 5, 2016.

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 74 |
| 10 | 94 |
| 11 | 93 |
| 12 | 84 |
| TOTAL | **345** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 83 |
| 8 | 74 |
| TOTAL | **157** |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GRADE** | **ENROLLMENT PER CLASS BILLINGSPORT EARLY CHILDHOOD CENTER** | | | | | **GRADE** | | **ENROLLMENT PER CLASS**  **LOUDENSLAGER ELEMENTARY SCHOOL** | | | |  |
| Pre-School Disabled | 3 |  |  |  |  | 3 | 25 | | 24 | 24 |  |  |
| Pre-school | 11 | 10 | 9 | 10 |  | 4 | 24 | | 24 | 22 |  |  |
| K | 18 | 18 | 18 | 18 | 18 | 5 | 16 | | 15 | 16 | 15 |  |
| 1 | 26 | 25 | 26 | 26 |  | 6 | 14 | | 16 | 15 | 15 |  |
| 2 | 23 | 21 | 21 |  |  | Special Education | 19 | | 6 |  |  |  |
| Special Education | 9 | 8 | 6 |  |  |  |  | |  |  |  |  |
| TOTAL |  |  |  |  | **324** | TOTAL |  | |  |  |  | **281** |

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

**INSTRUCTIONAL SERVICES**

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

1. Recommend approval for Tabatha Ramsey (Logan Township) to attend Paulsboro High School (Grade 9) during the 2015-2016 school year. If approved this student will be attending Paulsboro High School as a courtesy. The parents will be responsible for transportation to and from school.

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

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

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

1. Recommend approval for Mentors approved (October 30, 2014) by the Board of Education for the 2014-2015 school year to continue to serve until the September 28, 2015 Board of Education Meeting. Mentors work as volunteers at Paulsboro High School and Paulsboro Junior High School.

Informational: Mentors are matched with a student mentee so they can provide tutoring, be a role model and give guidance. Approval of this recommendation allows mentors to begin working immediately with the students they serve during the 2014-2015 school year.

1. Recommend retroactive approval of the following out-of-district placements for the 2014-2015 school year. The Board of Education approved different placements for these students throughout the school year. Approval of this recommendation corrects the record to reflect the placement/part of the placement that was not previously approved by the Board of Education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Case Number** | **Placement** | **Dates** | **Cost** | **Comments** |
| 2254 | Strang School at Ranch Hope | June 8, 2015-June 17, 2015 | 2 hours per day at $35 per hour | There was court involvement with this case. |
| 2781 | Archway Upper School | 39 days | $186.74 per day | The parents requested a change of placement. |
| 1595 | Strang School at Ranch Hope | 215 days  Includes extended school year. | $236.51 per day | There was court involvement with this case. |

Informational: In some cases, an out of district placement approved by the Board of Education must be changed. These changes happen for a variety of reasons. By illustration, the placement does not meet the student’s educational needs. At times, the court becomes involved with the student and orders a specific placement.

D. Recommend approval for the following students in grade 9 -12 to attend out-of-district schools for students with disabilities during the 2015-2016 school year. In addition to the costs listed below, the Board of Education is also responsible for transportation to and from school.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade** | **Out of District School** | **Per Diem Rate** | **School Year Tuition** | **One on One Aide** | **Total Cost per Student** | **Extended School Year**  **(Note 1)** |
| 2791 | 9 | Archway | $198.20 | $35,676.00 | $0.00 | $35,676.00 | No |
| 2037 | 9 | Strang - Ranch Hope | $236.51 | $42,571.80 | $0.00 | $42,571.80 | Yes (Note 2) |
| 1773 | 10 | Bancroft | $447.37 | $52,806.60 | $27,720.00 | $80,526.60 | Yes (Note 2) |
| 2356 | 10 | Bankbridge Regional | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2473 | 10 | Clearview High School | $100.55 | $18,100.00 | $0.00 | $18,100.00 | No |
| 2781 | 10 | Highland High School | $128.00 | $23,000.00 | $0.00 | $23,000.00 | Yes |
| 1849 | 11 | Bankbridge Reg. | $199.00 | $35,820.00 | $0.00 | $35,820.00 | No |
| 1927 | 12 | Bankbridge Regional - HS-S | $199.00 | $35,820.00 | $0.00 | $35,820.00 | No |
| 2098 | 11 | Legacy Treatment Services | $425.20 | $57,636.00 | $18,900.00 | $76,536.00 | Yes |
| Total | | | | | | $383,870.40 |  |
| 2254 | 10 | Strang - Ranch Hope | Court Ordered - Residential | | | | |
| 2348 | 10 | Capital Academy | Court Ordered - Residential | | | | |

Note 1: Extended School Year was approved by the Board of Education on June 18, 2015 for the summer of 2015. For planning purposes these students are likely to require an Extended School Year program for June-August 2016.

Note 2: These are residential placements.

Informational: At this time last year, the district placed 17 Grade 9-12 students out of District compared to 11 students for the 2015-2016 school year.

1. Recommend approval for Namir Brown to complete his Senior year (2015-2016) at Paulsboro High School. As per Board of education policy 5118 non-residents.

Informational: Namir’s family recently moved out of Paulsboro. Appropriate letter is on file from his mother requesting he complete his schooling at Paulsboro High School.

1. Recommend approval for Gabrielle Glocker daughter of Paulsboro Junior High School Instructional Aide David Glocker to attend Paulsboro Junior High School as a professional courtesy during the 2015-2016 school year. The student will be in grade 12.

Informational: Mr. Glocker’s son already attends Paulsboro High School as a professional courtesy. The administration will review the funding aspect of this request. As a professional courtesy student, Paulsboro should be able to count her on the Application for State School Aid (ASSA) report. This will yield state aid to the district for the student. In the future, however, it may be better for the student to fall under the School Choice program.

1. Recommend approval for the Office of the Paulsboro Fire Official to conduct assemblies at Loudenslager Elementary School and Billingsport Early Childhood Center during Fire Prevention Week (October 5-9, 2015). Fire Official Joan M. Silbaugh is in charge of the activity.

Informational: The assemblies last about 30 minutes. Ms. Silbaugh as well as several local fire fighters will assist with the programs. The dates and times of the assemblies will be coordinated by Ms. Silbaugh in cooperation with the principals. These assemblies are conducted annually.

1. Recommend approval to allow seventh grade students to participate in the Step Up, Speak Up Essay Contest sponsored by the Paulsboro Neighborhood Watch Association, Inc. (PNWA). Language Arts teachers will review the essay contest and include it to the degree that it matches the district curriculum.

Informational: Students have participated in this essay contest for a number of years. In view of the demands of the curriculum, teacher evaluation standards and testing mandates, the Superintendent does not mandate participation in the essay contest but rather allows each teacher to consider its merits. PNWA provides Barnes and Noble gift cards to the students who write the four best essays.

1. Recommend approval for the following students in grade Prekindergarten - 8 to attend out-of-district schools for students with disabilities during the 2015-2016 school year. In addition to the costs listed below, the Board of Education is also responsible for transportation to and from school.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade** | **Out of District School** | **Per Diem Rate** | **School Year Tuition** | **One on One Aide** | **Total Cost per Student** | **Extended School Year (Note 1)** |
| 2699 | 4 | Archway | $198.20 | $35,676.00 | $0.00 | $35,676.00 | Yes |
| 2812 | 8 | Archway | $198.20 | $35,676.00 | $0.00 | $35,676.00 | Yes |
| 2717 | PK | Bankbridge CDC @Shady Lane | $198.00 | $35,640.00 | $0.00 | $35,640.00 | Yes |
| 2705 | 1 | Bankbridge Development Center | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2635 | 3 | Bankbridge Development Center | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2393 | 3 | Bankbridge Development Center | $399.00 | $35,820.00 | $36,000.00 | $71,820.00 | Yes |
| 2228\*\* | 6 | Bankbridge Development Center | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2341 | 3 | Bankbridge Elementary | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2744 | 3 | Bankbridge Elementary | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2654 | 3 | Bankbridge Elementary | $190.00 | $34,200.00 | $0.00 | $34,200.00 | Yes |
| 2543 | 3 | Bankbridge Elementary | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2641 | 4 | Bankbridge Elementary | $190.00 | $34,200.00 | $0.00 | $34,200.00 | Yes |
| 2878 | 4 | Bankbridge Elementary | $190.00 | $34,200.00 | $0.00 | $34,200.00 | Yes |
| 2493 | 4 | Bankbridge Elementary | $190.00 | $34,200.00 | $0.00 | $34,200.00 | Yes |
| 2375 | 4 | Bankbridge Elementary | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2252 | 8 | Bankbridge Regional | $199.00 | $35,820.00 | $0.00 | $35,820.00 | Yes |
| 2813 | 8 | Bankbridge Regional | $190.00 | $34,200.00 | $0.00 | $34,200.00 | Yes |
| 2418 | 6 | Bankbridge Regional - MS-S | $199.00 | $35,820.00 | $0.00 | $35,820.00 | No |
| 2745 | 5 | LARC | $234.57 | $49,260.00 | $0.00 | $49,260.00 | Yes |
| 2351 | 8 | Pineland Learning Center | $262.57 | $47,262.60 | $0.00 | $47,262.60 | No |
| 2114 | 8 | Archbishop Damanino  St. John of God | $235.68 | $42,422.40 | $0.00 | $42,422.40 | No |
| 1990 | 8 | YALE | $269.74 | $48,553.20 | $0.00 | $48,553.20 | No |
| 2334 | 8 | YALE | $283.34 | $51,001.20 | $0.00 | $51,001.20 | Yes |
| Total Cost | | | | | | $910,691.40 |  |
| 2323 | 8 | KIT (Virtua -Camden) | Court Ordered – No cost to the Board of Education | | | | |

Note 1: Extended School Year was approved by the Board of Education on June 18, 2015 for the summer of 2015. For planning purposes these students are likely to require an Extended School Year program for June-August 2016.

Informational: At this time last year, the district placed 21 PreK-8 students out of district compared to 24 students for the 2015-2016 school year.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student** | **Grade** | **Location of Temporary Residence** | **Home District/District Responsible for Tuition and/or Transportation** | **Tuition** | **Transportation** |
| DH | 7 | Paulsboro, New Jersey | Paulsboro | No | No |
| AG | 3 | Paulsboro, New Jersey | Paulsboro | No | No |
| EG | PK | Paulsboro, New Jersey | Paulsboro | No | No |

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

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw \*\* Abstained Item I, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

1. Informational:
   * 1. Out of District Placements (Please see items D and H above)

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

The following table summarizes the number of students who attend schools for students with disabilities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School Year** | **Number of Out of District Placements** | | | | **Number of Placements Included in the Total that were Private Schools for the Disabled** |
| **PreK – 8** | **7-8** | **9-12** | **Total** |
| 2012-2013 | 13 | 9 | 12 | 34 | 10 |
| 2013-2014 | 15 | 6 | 13 | 34 | 9 |
| 2014-2015 | 15 | 6 | 17 | 38 | 16 |
| 2015-2016 | 16 | 8 | 11 | 35 | 13 |

There was a spike in the number of out-of-district placements during the 2014-2015 school year but overall there has be very little change in the number of students requiring this type of service. On the other hand, the number of students placed in private schools has increased. In most cases, students who are placed in private schools have more severe disabilities or require very specialized services.

Increasing numbers of students placed out-of-district in general and private schools in particular have a twofold impact on the school budget. Tuition for a student attending a public school for students with disabilities is in the range of $35,000 - $36,000 per year. Private school tuition ranges from $43,000 - $51,000 + per year.

Transportation of students to out-of-district placements also has a significant financial impact. When children attend a public school for students with disabilities, such as Bankbridge, it is possible for many youngsters to ride the same bus. This lowers per pupil costs to transport these students. By illustration, more than 30 students ride the bus to the Gloucester County Institute of Technology. Gloucester County Special Services School District (GCSSSD) charged approximately $23,000 for this route or less than $800 per student. In contrast, during, the 2015-2016 school year, GCSSSD will transport 13 students to 12 different private schools for the disabled. The average cost of transportation per student will be more than $33,000.

The increase in the number of students placed out of district during the 2014-2015 school year, created an unanticipated expense for transportation of more than $200,000. At the same time tuition costs for these students was $200,000 - $250,000 higher than projected.

* + 1. Paulsboro Junior High School Website

Website Content Administrator Susan Schaffer has created a website for Paulsboro Junior High School. She is now in the process of uploading information to populate the website.

* + 1. Tuition Reimbursement for State Responsible Homeless Children:

Some homeless children who live at a temporary residence is Paulsboro, have permanent addresses outside of New Jersey. In other cases, it is almost impossible to determine the permanent address of a given homeless child. In both of these situations the state of New Jersey reimburses Paulsboro for tuition costs for these homeless children.

Director of Special Services John Giovannitti recently submitted the application for this reimbursement to the New Jersey Department of Education (NJDOE). The following chart presents a history of reimbursements to Paulsboro.

|  |  |  |
| --- | --- | --- |
| **School Year** | **Number of Students** | **Reimbursement Requested** |
| 2014-2015 | 8 (Note 1) | $76,438 (Note 1) |
| 2013-2014 | 16 | $129,812 |
| 2012-2013 | 8 | $6,867 |
| 2011-2012 | Not Available | $49,256 |

Note 1: This data is being reviewed by the New Jersey Department of Education and may be changed to a lower number.

**STUDENT ACTIVITIES**

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

* 1. Recommend approval for the Interim Part-time Athletic Director Joseph Schramm to attend a workshop presented by New Jersey State Interscholastic Athletic Association (NJSIAA) on Tuesday, September 15, 2015 in Robbinsville, New Jersey. Cost to the Board of Education is registration ($75.00).

Informational: Workshop topics include Eligibility and Pre-High School Regulations. This workshop is the annual update meeting for Athletic Directors regarding eligibility for student athletes.

* 1. Recommend approval for the Paulsboro High School Marching Band to participate in the Woodbury Fall Parade on Saturday, October 3, 2015. Band Director Jenna Ouellette and Music Teacher Wendy Stocker will chaperone the activity. The only cost to the Board of Education is school bus transportation.

Informational: The marching band has participated in the Woodbury Fall Parade for many years.

* 1. Recommend approval of the following paraprofessional volunteers for the 2015-2016 school year for the Paulsboro Senior High School football team:

Wayne Farrow Lex Cortes Francis Simpson

Informational: All of these gentlemen served in the same capacity during the 2014-2015 school year. All of the paraprofessionals must successfully complete the Criminal History Review process before they begin their duties. Paraprofessional volunteers must work under the direct supervision of one of the paid coaches.

* 1. Recommend approval for the following people to serve as volunteer chaperones for the Paulsboro High School Marching Band during the 2015-2016 school year. This recommendation includes permission for the volunteers to ride the band bus.

Joel Ouellette Corey Sylvester Theresa Johnson-Kaighn Sarah Marlar

Debora Waegel Carol Denny Valerie Segar

Informational: Mr. Ouellette is the husband of the Paulsboro High School Band Director and music Teacher Jenna Ouellette. He has served in this capacity for a number of years. The other chaperones are parents of current members of the Band.

* 1. Recommend approval for the Paulsboro High School Cross Country Team to practice at off campus locations during the 2015 Fall Sports Season. This recommendation includes approval for Cross Country Coach David Platt to drive the team (contingent on verification of a valid Commercial Driver’s License) and use of a Paulsboro Public Schools bus.

Informational: The Board of Education has approved this type of practice arrangement in the past. Practicing off campus allows the time to work out on hilly terrain.

* 1. Recommend adoption of resolutions honoring the spring season student-athletes for earning First Team All-Colonial Conference Patriot Division status.

Baseball: Anthony J. Gugel Brian Zane Jamal Hinton

Boys Track and Field: Emmanuel Simon Nicholas DiPietro

Girls Track and Field: Shakara Burgess Rylee Redman Cashmira Jones

Softball: Taylor Petit

Informational: The resolutions will be presented at the September 28, 2015 meeting of the Board of Education.

* 1. Recommend approval of the following individuals to work as the “Chain Gang” or any other game day positions during home varsity football games. These are volunteer positions.

Joe Muraca Dave Glocker A.J. Corradetti Jim Schmidt John Rizzo Jerry Cosgrove

Informational: Other than Mr. Glocker, the same people performed these duties during the 2014-2015 school year. Mr. Glocker is an Instructional Aide at Paulsboro Junior High School.

* 1. Recommend the following students to work the home football games as the “grounds crew.” Each student will be responsible for setting up before the game, helping during the game and cleaning up after each home game. Each individual will be paid $45 per game. Only four studentswill be used per game. Anthony Duca Nick Duca Michael Ware Tahje Thomas Joe Rizzo Namir Brown

Amira Lee Ayanna Lee

Informational: With the exception of Mr. Brown, Ms. Lee and Ms. Lee, the same students worked during the 2014-2015 football season. Students are selected based on them requesting the position via the Athletic Director.

1. Recommend approval to accept the resignation of Vince Jones from the position of Assistant Coach for 7th and 8th grade Wrestling effective immediately.

Informational: Mr. Jones recently resigned his position as an Instructional Aide at Paulsboro High School. He accepted a teaching job in another district.

1. Recommend approval of Instructional Aide Beth Ann Smith and Karen Ferretti as volunteer assistant coaches for Junior High Field Hockey.

Informational: Ms. Smith is a newly hired Instructional Aide and Ms. Ferretti has volunteered as an Assistant Coach for Junior High Field Hockey for the past few years.

1. Recommend approval to appoint Paulsboro Junior High School Teacher Susan Schaffer to the position of coach for the 7th and 8th Grade girls Field Hockey team for the 2015-2016 school year. Ms. Schaffer will Step 3 - $3,181 as per agreement with the Paulsboro Education Association.

Informational: Ms. Schaffer served as the Junior High School Field Hockey Coach for the past two years.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

**FINANCE**

Motion by Giampola, seconded by Walter to accept the Superintendents recommendation to approve items A - C:

1. Recommend approval of the following actions relative to student transportation:
2. Recommend approval to purchase (lease to purchase) two 24 passenger school buses from Wolfington Body Company, Inc. of Mount Holly, New Jersey. The purchase will take place via Middlesex Regional Educational Consortium as per the bid dated October 22, 2014. The cost of each bus is $53,049.10 for a total of $106,098.20.
3. Recommend approval of Resolution Paulsboro BOE 1516-02 to enter into a lease-purchase finance agreement for the two 24 passenger school buses via Middlesex Regional Educational Consortium. **(Attachment)**

Informational: The 2015-2016 budget includes $16,500 to lease-purchase one 24 passenger school bus. The Board of Education also agreed to include a fourth Bus Driver in the budget as well as a replacement for a retiring driver.

The district fleet included two 54 passenger buses and two vans. The vans are nearing the end of their useful life. The vans are also two small to efficiently meet the district transportation needs. As it turns out, one of the vans was badly damaged in an accident and is now out of service.

If the recommendations above are approved, the district fleet will include one van, two 54 passenger buses and two 24 passenger buses. The district now employs four drivers.

The administration is recommending the purchase of the second 24 passenger bus so that the district has enough equipment to allow the sports teams to be transported by Paulsboro Bus Drivers.

There is an unbudgeted financial impact associated with the purchase of the second 24 passenger bus. On the other hand, the district spent $15,700 during the 2014-2015 school year to pay overtime for bus drivers. The reduction of overtime salaries will partially offset the lease-purchase of the second bus.

**Bus Routes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Students to be Transported** | **Route Number** | **Responsibility for Route** | **Paulsboro Vehicle Number - Size Used** | **Paulsboro Driver Number** | **Approximate Hours of Route**  **Note 4** |
| Preschool Disabled + 1 | 1 | GCSSSD | NA | NA | NA |
| One student who is homeless and attending the Alternative Evening Program (AEP) at Paulsboro High School | 1A - AM | Paulsboro Public School | Van | 1 | 1:00 PM -3:00 PM |
| 1A - PM | Paulsboro Public School | Van | 4 | 7:30 PM-9:30 PM |
| Students with disabilities attending Bankbridge facilities (Note 1) | 2 AM | Paulsboro Public Schools | Bus 1 - 54 | 2/3 Note 2 | 6:30 AM– 10:00AM |
| 2 PM | GCSSSD | NA | NA | NA |
| Homeless students and those placed by the Division of Child Protection and Permanency | 3 AM | Paulsboro Public Schools | Bus 2 - 24 | 3 | 5:15 AM – 8:00 AM |
| 3 PM | Paulsboro Public Schools | Bus 2 - 24 | 3/2 Note 2 | 2:30 PM – 7:00 PM |
| 4 AM | Paulsboro Public Schools | Bus 3 - 24 | 4 | 5:30 AM – 8:00 AM |
| 4 PM | Paulsboro Public Schools | Bus 3 - 24 | 4 | 2:30 PM – 6:00 PM |
| Sports Teams | 5 | Paulsboro Public Schools | Bus 1 - 54 | 1 | 3:00 PM – 10:00 PM Note 3 |
| Sports Teams | 6 | Paulsboro Public Schools | Bus 4 -54 | 2 | 3:00 PM – 10:00 PM Note 3 |

GCSSSD – Gloucester County Special Services School District

Note 1: This route has three aides in addition to the driver.

Note 2: Drivers 2 and 3 will alternate routes 2 AM and 3 PM weekly in order to equalize hours of work.

Note 3: The hours listed for the sports routes are the anticipated maximum times.

Note 4: The routes that each driver serves will be changed as needed in order to equalize hours of work and minimize overtime.

**Vehicle Usage**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle** | **Route** | **AM** | **PM** |
| Van | 1A – AM 1A - PM | 1:00 PM -3:00 PM | 7:30 PM-9:30 PM |
| Bus 1 - 54 | 2AM 5 | 6:30 AM– 10:00AM | 3:00 PM – 10:00 PM |
| Bus 2 - 24 | 3 AM 3 PM | 5:15 AM – 8:00 AM | 2:30 PM – 7:00 PM |
| Bus 3 - 24 | 4 AM 4 PM | 5:30 AM – 8:00 AM | 2:30 PM – 6:00 PM |
| Bus 4 - 54 | 6 | Not in Use | 3:00 PM – 10:00 PM |

**Driver Usage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driver** | **Route** | **AM** | **PM** | **Total Hours** |
| 1 | 1A – AM 5 | 1:00 PM -3:00 PM | 3:00 PM – 10:00 PM | 9.0 |
| 2 | 2 AM 6 | 6:30 AM– 10:00AM | 3:00 PM – 10:00 PM | 10.5 Note 2 |
| 3 | 3 AM 3 PM | 5:15 AM – 8:00 AM | 2:30 PM – 7:00 PM | 7.25 Note 2 |
| 4 | 1A – PM 4AM 4 PM | 5:30 AM – 8:00 AM | 2:30 PM – 6:00 PM 7:30 PM-9:30 PM | 8..0 |

1. Recommend approval to accept a donation of 8 photographs of Paulsboro High School activities (1927-1932), Paulsboro High School diploma (1932), Paulsboro High School Senior Class photograph (1932), an autograph book (1932), Paulsboro High School Varsity Club patch (circa 1963), and the backs of 1962 and 1963 District Wrestling Champion jackets. The donation was made by Frank Carfagno (Class of 1963). The monetary value of the donation is, perhaps, $50 but what the items represent is priceless.

Informational: The older items belonged to Mr. Carfagno’s mother, Elizabeth Jackson (Class of 1932). The newer items are Mr. Carfagno’s. Dr. and Mrs. Walter Quint will have the items properly prepared to be archived or displayed as part of the Hall of Diplomas Exhibition in the Administration Building.

1. Recommend approval of an agreement with AmeriHealth to provide employee medical insurance for the period July 1, 2015-June 30, 2016 with a 2.8% increase compared to the 2014-2015 school year. Premiums are as per the following table:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coverage | Choice 15 Plan  Monthly Premium | | Choice 20 Plan  Monthly Premium | | PPO HDHP | | EPO Advantage | |
| 2014-2015  Horizon | 2015-2016  AmeriHealth  Notes 1-2 | 2014-2015  Horizon | 2015-2016  AmeriHealth  Note 1- 2 | 2014-2015  Horizon | 2015-2016  Ameri-  Health  Note 1 - 2 | 2014-2015  Horizon | 2015-2016  Ameri-Health  Note1-2 |
| Single | $557.42 | $644.90 | $746.23 | $732.68 | $661.16 | $650.65 | $469.38 | $460.50 |
| Husband/Wife | $1,225.29 | $1,289.78 | $1,442.20 | $1,465.36 | $1,277.79 | $1,301.77 | $907.14 | $921.01 |
| Parent/Child | $943.93 | $1,096.32 | $1,079.04 | $1,245.57 | $956.03 | $1,106.44 | $678.72 | $782.84 |
| Family | $1,655.80 | $1,741.22 | $1,948.91 | $1,978.25 | $1,726.73 | $1,757.98 | $1,225.72 | $1,243.35 |

Note 1: These premiums include the vision rider.

Note 2: Horizon had a $50 vision care annual benefit.  AmeriHealth only offers $35 or $100 annual benefit for vision.  Therefore, AmeriHealth could not match the $50 annual amount. Fortunately, the "equal to or better” letter obtained by Broker of Record Steve Anuszewski, caused AmeriHealth to provide the $100 annual benefit but the Board of Education will only pay the premium for the $35 benefit level.

Informational: On May 7, 2015 the Board of Education approved the above recommendation. The Broker of Record inadvertently did not include the vision rider in the premium chart presented at that time. The above recommendation corrects the record.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

1. Informational:

1. Special Education Medicaid Initiative (SEMI)

Paulsboro, as well as other schools in New Jersey, uses Public Consulting Group as the agency to process the Special Education Medicaid Initiative (SEMI) payments. Some services provided by the Child Study Team straddle education and medicine. As a result, Medicaid reimburses the district for services such as initial classification meeting when a School Psychologist or School Social Worker participate in the Individual Educational Program (IEP) meeting. Some occupational and physical therapy is also reimbursable.

Commendation to Director of Special Services John Giovannitti and Secretary Lauren Abbott for a job very well done.

The following is a summary of SEMI revenues.

|  |  |  |
| --- | --- | --- |
| **School Year** | **Revenue Received** | **% of Target** |
| 2012-2013 | $83,457.55 | 100% |
| 2013-2014 | $89,047.63 | 100% |
| 2014-2015 | $69,717.55 | 100% |

The State of New Jersey retains 82.5% of the revenue realized by SEMI. As a result of Paulsboro Public Schools’ hard work, the state had revenues of $328,668.

**FACILITIES**

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

1. Recommend approval for the Paulsboro Ministerium to use the Paulsboro High School Auditorium including the piano, sound system and projector on Sunday, September 13, 2015 from 1:00 PM until 6:00 PM in order to conduct a Unity Church Service. Reverend Tracey Victor-Butler is in charge of the activity. Verification of insurance is on file in the Office of the Superintendent. Approval of this recommendation authorizes custodial overtime. The estimated cost to the Board of Education is 6 hours x $20.00 per hour = $120.00.

Informational: The Unity Church Services is part of the Ministerium’s three-day multicultural festival.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 8 YES; Ms. Eastlack and Mr. Hughes, Greenwich Township Representative 2 ABSENT

Motion carried

**CONSTRUCTION**

The Superintendent explained the items presented to the Board of Education for their approval regarding the Phase I construction. Discussion took place. Unforeseen issues arising during construction began a discussion on hiring a Clerk of The Works to monitor the remaining phases of the bond referendum. More discussion took place.

Motion by Dunn, seconded by Stevenson to approve the Superintendent to advertise for the position of Clerk of the Works. The Superintendent will provide a job description to the Board of Education at their next meeting.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack 1 ABSENT

Motion carried

1. Loudenslager Roof Replacement
2. Construction Status:

The roof replacement is moving forward as planned. The roof installation is basically complete on the 1973 section of the building. Work is progressing without significant problems on the original building. Several small sections of roof in the connecting building between the original building and the 1973 section will be completed last. All capping, flashing and other sheet metal is on order. The contractor expects to complete the roof project, weather permitting, circa August 21, 2015.

On August 14, 2015, Consultant Walter Quint, inspected the roof. He discovered two very old ventilators. He asked the architect to obtain a price to replace these units. More information will be forthcoming.

2. Financial Status:

The estimated construction cost for the roof replacement included in the Bond Referendum was $800,000. The actual cost is $732,580.00.

It should be noted that the base bid incorrectly included the replacement of the roof on the Library Addition. This roof is in excellent condition and still under warranty. The Supervisor of Support Staff and Interim Superintendent requested that this part of the project be deleted. This resulted in a cost saving of $36,500.

It should be noted that the roof contractor replaced approximately 200 square feet of steel decking on the 1973 section of the building free of charge.

Motion by Giampola, seconded by Lisa to accept the Superintendents recommendation to approve item B1:

1. Loudenslager Masonry Repairs
2. Recommend retroactive approval (as approved by the Board of Education on July 27, 2015) of a Change Order Number 1 in the amount of $171,720 to repoint the remainder of the brick on the original building.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack and 1 ABSENT

Motion carried

1. Construction Status:

The windows were attached to the original building using two methods. Some of the windows were attached using L-Brackets connected to the concrete beams that form the structure of the school. Other windows were attached to the steel lentils that were removed and replaced as part of the masonry restoration. The masons needed to cut these connections in order to complete their work. These windows must now be reconnected to the building. There does not appear to be any pattern to which windows were installed using which method. The bottom line is that they must be reattached. As a result, a change order is expected. This is an example of a “hidden condition.”

The windows have be reattached to the building. A change order will be issued as soon as possible. The work is expected to cost less than $5,000. This money is available via the contingency as explained in the following chart.

The restoration of the front stairs (Swedesboro Avenue side) is nearly complete. The project included funds to purchase and install new railings. Fortunately, the existing railings are in excellent condition and only require a coat of paint. Deleting the new railings will create a cost savings.

All demolition for the window lentil replacement is complete. All of the new steel and brick have been installed. The contractor will make every effort to have all of the old mortar removed prior to September 8, 2015. If the work is not complete, the contractor will work after 3:00 PM and on weekends to finish the project.

1. Financial Status:

The original contract for masonry repairs only included repointing of specific parts of the original building. The cost estimate for construction for the masonry repairs was $600,000. The actual contracted cost for construction is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Construction Component** | **Location** | **Cost** | **Comment** |
| Masonry repairs including replacement of window lentils and some repointing | Original building | $365,000.00 | Planned element of the Bond Referendum |
| Stair restoration for masonry and structural steel repairs | Swedesboro Avenue side of the original building | $27,967.50 | Planned element of the Bond Referendum |
| Demolish and rebuild masonry wall on stairway | Fire Hall Side of the original building | $4,000.00 | This wall was rapidly deteriorating. |
| Lower level front window lentil and brick repairs | Swedesboro Avenue side of the original building | $4,800.00 | Missed in base bid |
| Louver rehabilitation | Original building | $4,000.00 | The base bid was in error. It called for the uni-vent louvers to be bricked over. |
| Contingency for possible hidden conditions | NA | $10,000.00 | This will be used if needed as a result of “hidden conditions”. |
| Pointing the remainder of the original building | Original building | $171,720.00 | Change Order 1 |
| Reattach windows to the original building | Original building | To Be Determined | Expected Change Order |
| **Total Construction Costs Approved to Date** |  | $587,487.50 |  |
| **Estimated Cost Included in the Bond Referendum** |  | $600,000.00 |  |
| **Project Funds Remaining** |  | $12,512.50 |  |

1. Loudenslager Elementary School Heater Controls
2. Construction Status:

T and M Engineering completed the design phase of the heater control project and submitted the information to South Jersey Technology Partners (SJTP) to obtain bids from contractors. SJTP had some difficulty locating contractors willing to bid on this project. More information will be forthcoming as it is available. T and M estimates that the work will take about three weeks to complete once the contractor is on site. The work can be completed after 3:00 PM and on weekends.

2. Financial Status:

The Bond Referendum included $124,500 for the heater control project.

1. Billingsport Early Childhood Center Heater Controls
2. Construction Status:

Please see Loudenslager Elementary School Heater Controls above. The engineering firm is also working on the dehumidification component of this project.

2. Financial Status:

The Bond Referendum included $116,583 for the heater controls and $25,000 for dehumidification improvements.

Motion by Giampola, seconded by Stevenson to accept the Superintendents recommendation to approve items E1 – E2:

1. Billingsport Early Childhood Center Cheek Walls
2. Recommend retroactive approval of Change Order (as authorized by the Board of Education on July 27, 2015) in the amount of $29,256.00 to repair a cheek “wall” at Billingsport Early Childhood Center. This change order is for the Ramp Wall on the left side of the Library.
3. Recommend retroactive approval of Change Order (as authorized by the Board of Education on July 27, 2015) in the amount of $25,440.00 to repair a cheek “wall” at Billingsport Early Childhood Center. This change order is for the Ramp Wall on the right side of the Library.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mrs. Giampola, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Priest, Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 7 YES; Ms. Eastlack 1 ABSENT

Motion carried

1. Construction Status:

The repair of the Cheek Walls at the entrances was included as a component of the Bond Referendum. Unfortunately, they are deteriorating very quickly with brick actually falling out of the walls.

1. Financial Status:

At the August 4, 2015 job meeting, Consultant Walter Quint determined that the above change order was for only one of the two cheek walls. He asked the on-site architect’s representative why he only included one of the two cheek walls in the change order. He stated that he had not visited Billingsport Early Childhood Center so he did not realize that there was a second entrance. Later in the day, Architect of Record Bob Garrison called to apologize for missing the second cheek wall. Bottom line, the work needs to be done.

The Bond Referendum included $20,000 for construction costs for this project. Unfortunately, the actual cost will be $54,696.00

F. Other

1. T and M Engineers is continuing to work on the design phase of draining upgrades

districtwide.

2. Consultant Walter Quint respectfully suggests that the Board of Education employ a Clerk of the Works for the remainder of the Bond Referendum projects. The Clerk of the Works should be hired directly by the Board of Education.

**SCHOOL SAFETY**

1. Informational
   1. Traffic Flow – Billingsport Early Childhood Center

On July 22, 2015, Billingsport Early Childhood Center (BECC) Principal Paul Bracciante, Deputy Chief of Police Vernon Marino and Interim Superintendent of Schools Walter Quint met for the purpose of finding and implementing solutions to the traffic flow issues during arrival and dismissal times at BECC. The following action will take place in order to improve the situation:

a. Each morning and afternoon the Crossing Guard stationed at the corner of 5th Street and Greenwich Avenue will place cones at that intersection so that cars cannot turn onto Greenwich Avenue heading toward 4th Street.

b. During the first few weeks of the school year, a Police Officer will be present at the above intersection to enforce the do not enter rule. After the first few weeks, the Officer will return periodically to reinforce the do not enter rule.

c. The curb on the school side of Greenwich Avenue from 5th Street extending in front of the building will be designated as “Student Drop-Off and Pick-Up Only – No Parking.”

The Borough will provide the signs and poles. School employees will install the signs.

Deputy Chief Marino informed the school of the correct color to paint the curb. School employees will paint the curb.

This section of the curb is where parents may stop to drop off/pick up their children. They may not park/leave their vehicle in this area.

d. The curb on the school side of Greenwich Avenue from the end of the building close to 4th Street to the intersection of 4th Street and Greenwich Avenue will be designed as “Short Term Parking”

The Borough will provide the signs and poles. School employees will install the signs.

Deputy Chief Marino will inform the school of the correct color to paint the curb. School employees will paint the curb.

During arrival and dismissal times parents may park their cars in this area.

e. Beginning at approximately 7:40 AM, a school Aide will be posted on the Greenwich Avenue side of the school. This Aide will maintain visual contact with students being dropped off at school until they enter the building.

f. Deputy Chief Marino will prepare an appropriate statement about the above rules and procedures. Mr. Bracciante will distribute the statement as part of his Welcome Back letter. The procedure will be posted on the police Facebook page and the school website. Deputy Chief Marino will also attend Back to School Night to explain the rules and procedures.

2. Report of School Security Drills

**SCHOOL SECURITY DRILLS – 2015-2016**

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

**EXECUTIVE SESSION**

None

**NEXT PUBLIC SESSION**

**Monday, September 28, 2015**

Regular Meeting - Paulsboro High School

•The Board will take official action at this meeting.

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

Motion made by Giampola, seconded by Walter and unanimously carried (8-0) to adjourn the meeting at 8:40p.m.

Respectfully submitted,



Business Administrator/Board Secretary