**PAULSBORO PUBLIC SCHOOLS**

**May 28, 2015**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Ridinger reading the following: “As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to The South Jersey Times. As President I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:21p.m. by pledging allegiance to the flag and with the following members present: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Greenwich Township Representative, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter. Also present were Dr. Quint, Interim Superintendent and Ms. Johnson, Business Administrator/Board Secretary.

**PRESENTATIONS**

Presentations were deferred to the next meeting.

**PUBLIC COMMENTS**

Paulsboro Councilwoman, Jennifer Turner, apologized to the Paulsboro Board of Education for any embarrassment caused by the newspaper article run in the South Jersey Times. Ms. Turner asked the school employee to write a letter explaining what she as a current Councilwoman has brought to her classroom and the community of Paulsboro. She wanted to be clear the letter was not distributed from the school. She showed the letter to taxpayers door to door while discussing her accomplishments during her current term on council.

Sarah Redman, 501 Wert Avenue, Paulsboro, NJ communicated her disgust with the Boards decision to non-renew a teacher who is a current taxpayer and resident of Paulsboro.

Keenan Williams, 1699 Dayton Avenue, Paulsboro, NJ expressed concerns about the rigor of the curriculum at Paulsboro High School.

**CORRESPONDENCE**

Motion by Stevenson, seconded by Hamilton to accept and file (10-0) the following:

Letter from John Kalnas concerning medication for Attention Deficit Hyperactivity Disorder.

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

None

**OLD BUSINESS**

Motion by Giampola, seconded by Walter to confirm the Board of Education action taken on May 7, 2015 regarding Harassment, Intimidation and Bullying (HIB) Case LES031115001after hearing the parents appeal on May 20, 2015.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 8 YES; Mr. Lisa and Mr. Hughes 2 ABSTAINED.

Motion carried

Motion by Giampola, seconded by Walter and unanimously approved (10-0) to approve item 2:

1. School Calendar 2015-2106 (**Attachment)**

The Board of Education adopted the School Calendar for the upcoming school year on May 7, 2015. Unfortunately, the Interim Superintendent presented a calendar at that time that had several errors. The above recommendation corrects the record. The Interim Superintendent apologizes for the inconvenience.

1. Board of Education – Self Evaluation

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

1. Search for a New Superintendent of Schools

a. On Monday, May 11, 2015 three committees met with each of the two finalists. The committees asked the finalist sets of prepared questions based on the duties of Superintendent of Schools. Following the interviews, each group provided feedback to the Interim Superintendent of Schools. The committees were composed of community members, district administrators and members of the faculty and staff.

b. Beginning on May 12, 2015, the Interim Superintendent began checking references for each of the two finalists.

c. On Wednesday, May 20, 2015, the Board of Education met in Executive Session to review feedback from the committees (a. above) and reference checks (b. above).

d. The Board of Education will interview the finalist for the position of Superintendent of Schools on Thursday June 11, 2015. The interview will take place in executive session.

1. Evaluation of the Interim Superintendent

The Board of Education is required to evaluate the performance of the Superintendent of Schools at least once per year. This task should be complete during the summer months. The evaluation should include progress on the goals and objectives approved by the Board of Education, student achievement data, duties delineated in the job description, and QSAC (Quality Single Accountability Continuum) results.

New Jersey School Boards Association (NJSBA) has a format for the evaluation of Superintendents of Schools. Using this format is an efficient way to conduct the evaluation. Members of the Board of Education could complete the forms then meet with the Interim Superintendent to discuss the results as well as plans for the upcoming school year. This review could take place at a special meeting of the Board of Education or as part of a regularly scheduled meeting.

During July 2015, the Interim Superintendent will provide each member of the Board of Education with an update of progress to complete the goals approved for him by the Board of Education. As soon as the update is complete, members of the Board of Education can use the NJSBA forms to complete the evaluation of the Interim Superintendent.

1. Bond Referendum Projects

a. Surveys are underway at all three schools in order to begin the design for the work needed to correct drainage problems. The actual drainage remediation will not take place at this time but the survey is needed to complete the design then, in turn, obtain the required permits.

b. All required paperwork has been submitted to the New Jersey School Development Authority (NJSDA). The administration is now waiting for NJSDA to provide an “Execution Letter” so that

the district may proceed with the construction.

c. As soon as the Execution Letter has been issued, the administration will seek approval from NJSDA to use South Jersey Technology Portal (SJTP) for Phase One of the projects. The Board of Education gave approval to use SJTP on April 7, 2015. When NJSDA gives approval to use SJTP, construction may begin.

**NEW BUSINESS**

Motion by Giampola, seconded by Stevenson to approve:

1. Recommend adoption of resolutions honoring retiring teacher Jaclynn Pavone and instructional aide Anne Williams.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES.

Motion carried

Motion by Hamilton, seconded by Stevenson and unanimously approved (10-0) to accept and file:

2. Recommend approval to award an Honorary Paulsboro High School Diploma to outgoing Interim Director of Athletics Robert Mannino in recognition of his contributions to the school district.

Informational: On a related note, Mr. Mannino was inducted in the South Jersey Soccer Coaches Hall of Fame on May 17, 2015.

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

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

1. Approval of Minutes
   1. Special Meeting Executive Session – January 13, 2015 **(Attachment)**
   2. Special Meeting Executive Session – January 20, 2015 **(Attachment)**
   3. Special Meeting Executive Session – February 5, 2015 **(Attachment)**
   4. Special Meeting Executive Session – March 26, 2015 **(Attachment)**
   5. Special Meeting Executive Session – April 7, 2015 **(Attachment)**
   6. Special Meeting - May 4, 2015 **(Attachment)**
   7. Special Meeting Executive Session – May 4, 2015 **(Attachment)**
   8. Regular Meeting – May 7, 2015 **(Attachment)**
   9. Regular Meeting Executive Session – May 7, 2015 **(Attachment)**

*Note: Vice President Eastlack brought an error in attendance for Mr. Hamilton and herself on May 7, 2015 to the Board Secretary attention. The correction has been properly recorded.*

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa , Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mr. Hughes 1 ABSTAINED on all except May 4, 2015 minutes.

Motion carried

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

1. Recommend approval of the budget transfers.

| From Account | From Description | To Account | | To Description | | Amount |
| --- | --- | --- | --- | --- | --- | --- |
| Reallocate Department Budget | | | | | | |
| 11-000-100-565-00 | Undistributed Instruction Tuition-GCSSSD | 11-000-100-566-00 | Undistributed Instruction Tuition-Priv-In NJ | | $50,808.00 | |
| Reallocate Department Budget | | | | | | |
| 11-105-100-935-00 | Reg Prg-Preschool Instruction Gen to Debt-CDL | 11-190-100-320-01-001 | Reg Prg-Undistrib. Instruction Purch Prof/Educ Srv | | $30,000.00 | |
| Reallocate Department Budget | | | | | | |
| 11-105-100-935-00 | Reg Prg-Preschool Instruction Gen to Debt-CDL | 11-190-100-320-02-001 | Reg Prg-Undistrib. Instruction Purch Prof/Educ Srv | | $29,787.00 | |
| Reallocate Department Budget | | | | | | |
| 11-209-100-106-01-999 | Sp Ed-Behavioral Instruction Salaries-Other Instr | 11-204-100-106-01-999 | Sp Ed-Learning/ Lang Instruction Salaries-Other Instr | | $ 8,212.00 | |
| Reallocate Department Budget | | | | | | |
| 11-212-100-106-03-999 | Sp Ed-Multiple Instruction Salaries-Other Instr | 11-213-100-101-03-999 | Sp Ed-Resource Rm/Ct Instruction Salaries-Teacher | | $ 2,051.00 | |
| Reallocate Department Budget | | | | | | |
| 11-212-100-106-03-999 | Sp Ed-Multiple Instruction Salaries-Other Instr | 11-213-100-106-01-999 | Sp Ed-Resource Rm/Ct Instruction Salaries-Other Instr | | $ 1.00 | |
| Reallocate Department Budget | | | | | | |
| 11-000-213-610-02 | Undistributed  Health Services General Supplies | 11-000-213-300-02-001 | Undistributed  Health Services Purch Prof/Tech Serv | | $ 288.00 | |
| Reallocate Department Budget | | | | | | |
| 11-000 -213 -104 -03-001 | Undistributed  Health Services Salaries – Other Prof | 11-000 -213 -300 -02-001 | Undistributed  Health Services Purch Prof/Tech Svc | | $ 288.00 | |
| Reallocate Department Budget | | | | | | |
| 11-000 -230 -590 -00 | Undistributed  Support-Gen. Admin Miscel. Purch. Serv. | 11-000 -230-339-00 | | Undistributed Support-Gen. Admin Other Prof Services | | $ 6,503.00 |
| Reallocate Department Budget | | | | | | |
| 11-000 -230 -590 -00 | Undistributed  Support-Gen. Admin Miscel. Purch. Serv. | 11-000 -230 -585 -00 | | Undistributed Support-Gen. Admin BOE Other Purch Services | | $ 4,701.00 |
| Reallocate Department Budget | | | | | | |
| 11-000 -261 -610 -05 | Undistributed  Required Maintenance General Supplies. | 12-000 -261 -730 -01 | Undistributed Required Maintenance Equipment | | $10,726.00 | |
| Reallocate Department Budget | | | | | | |
| 11-000 -263 -610 -01 | Undistributed  Care/Upkeep Grounds General Supplies | 11-000 -263 -420 -01 | | Undistributed  Care/Upkeep Cleaning / Repair /Main | | $10,000.00 |
| Reallocate Department Budget | | | | | | |
| 11-000 -270 -505 -00 | Undistributed  Student Trans. Aid in Lieu - Choice | 11-000 -270 -511 -00 | | Undistributed  Student Trans. Con Trn Reg Vendors | | $ 1,050.00 |
| Reallocate Department Budget | | | | | | |
| 11-000 -270 -505-00 | Undistributed  Student Trans. Aid in Lieu - Choice | 11-000 -270 -420 -00 | | Undistributed  Student Trans. Cleaning / Repair / Main | | $ 534.43 |
| Reallocate Department Budget | | | | | | |
| 11-000 -270 -420 -00 | Undistributed  Student Trans. Cleaning / Repairs /Main | 11-000 -270 -512 -00 | | Undistributed  Student Trans. Con Trn Oth Vendors | | $ 5,500.00 |
| Reallocate Department Budget | | | | | | |
| 11-190 -100 -106 -00-001 | Reg Prg – Undistrib Instruction Salaries-Other Instr | 11-190 -100 -610 -01-109 | Reg Prg – Undistrib Instruction General Supplies s | | $ 2.58 | |
| Reallocate Department Budget | | | | | | |
| 12-000 -262 -730 -03 | Undistributed  Custodial Services Equipment | 12-000 -261 -730 -01 | | Undistributed  Required Maintenance Equipment | | $ 2,900.00 |
| Reallocate Department Budget | | | | | | |
| 12-000 -263 -730 -01 | Undistributed  Care/Upkeep Grounds Equipment | 12-000 -261 -730 -01 | | Undistributed  Required Maintenance Equipment | | $ 1,774.00 |

1. Recommend approval of the Cash Receipts Report – March and April. **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Recommend approval of the Financial Report of Treasurer & Board Secretary for March and April 2015.





Informational: 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 April 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 April 30, 2015.





Thursday, May 28, 2015

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



Thursday, May 28, 2015

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES;.

Motion carried

**REPORT OF THE SUPERINTENDENT**

**PERSONNEL**

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

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

Teachers. (**Attachment**)

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

1. Recommend approval to appoint Amanda Dixon on an emergency basis as a Substitute Teacher of Mathematics to replace Paulsboro High School Teacher of Mathematics Marleen Martini who is on medical leave of absence (Workers Compensation). Ms. Dixon began work circa May 12, 2015. Ms. Dixon will earn $80 per day. Ms. Dixon has successfully completed the Criminal History Background Review and has applied for a Substitute Teacher Certification.

Informational: It is very difficult to obtain the services of a certificated Teacher of Mathematics on a substitute basis. The Interim Superintendent reached out to Source 4 Teachers, another company, and all of the Superintendent’s in Gloucester County in an effort to locate a properly certificated substitute teacher. Fortunately, Ms. Dixon just completed her Clinical Practice under the supervision of Paulsboro High School Teacher of Mathematics Nelson Hall. She graduated from Rowan University on May 11, 2015.

1. Recommend approval to advertise for the position of Interim Part-Time and Full-Time Director of Athletics for the 2015-2016 school year.

Informational: The Board of Education created the position of Part-Time Director of Athletics during the summer of 2013. The position was filled by Robert Mannino. Mr. Mannino is officially retired via the Teacher’s Pension and Annuity Fund (TPAF). The New Jersey Division of Pensions and Benefits does not seem to have clear guidelines relative to retirees filling “Part-Time” positions. Having said this, it would place Mr. Mannino at financial risk to remain an employee of the Paulsboro Public Schools.

1. Recommend adoption of a modified job description for the position of Director of Special Services effective July 1, 2015. The modified job description includes the Harassment, Intimidation and Bullying (HIB) Coordinator to the duties of Director of Special Services. **(Attachment)**

Informational: In the past, the Director of Special Services was paid an additional stipend of $4,000 to serve as the HIB Coordinator. The newly ratified agreement between the Paulsboro Administrators Association and Paulsboro Board of Education provides a $4,000 raise (beginning July 1, 2015) for the Director of Special Services, includes the duties of HIB Coordinator in the job description for Director of Special Services and eliminates the stipend.

1. Recommend approval to accept the resignation, with intent to retire, of Bus Driver Ethel Jackson effective May 1, 2015.

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

1. Recommend approval of a medical leave of absence for District Maintenance Worker Patrick Relations with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Thursday, April 23, 2015 – With pay and benefits by use of accumulated

Monday, May 4, 2015 sick leave as well as the concurrent use of Federal

Family Leave.

1. Recommend approval of a childbearing/childrearing leave of absence for Paulsboro High School/Paulsboro Junior High School Guidance Counselor Christie Rego-Konzik with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Tuesday, September 8, 2015 – Without pay but with benefits via the Federal

Friday, October 30, 2015 Family Leave Act

1. Recommend approval of the following teachers for the Paulsboro High School Summer Program. These appointments are contingent on enrollments. Summer School is conducted on Mondays – Thursdays from June 29, 2015 – August 4, 2015 (22 days). Teachers earn $32 per hour for 3.0 hours (2.75 hours of instruction plus 0.25 hours preparation) per day per course. The first session of instruction begins at 7:30 AM and ends at 10:15 AM. The second section of instruction begins at 10:30 AM and ends at 1:15 PM. Depending on specific course needs, the following teachers may also instruct other subjects in their field of certification. Money is available to fund this recommendation via Budget Account Number 11-422-100-101-01-003.

|  |  |
| --- | --- |
| **Teacher** | **Course(s)** |
| Nicole Beaman \* | English 9  English 10 |
| Alexandra DiLorenzo | English 11  English 12 |
| Nelson Hall \* | Algebra I  Algebra II |
| Christine Lindenmuth\* | Geometry |
| Via Source 4 Teachers  (Richard Simon-Bierenbaum)\* | Chemistry  Physical Science |
| Joseph Benne | Biology |
| John Marcucci\* | United States History I and II  Junior High History |
| Barbara Holler | Spanish I |
| Ashlie Gaynor | Health and Physical Education |
| Susan Schaffer \* | Junior High School Language Arts |
| Mildred Tolbert | Principal |
| Nurse | Elementary Summer School Nurse also covers this program. |

\* These staff members were also approved by the Board of Education for the 2014 Summer School.

Informational: The Board of Education approved this program at the May 7, 2015 meeting.

1. Recommend approval for all Paulsboro Public School employees who hold a valid certificate to teach in New Jersey be approved for the following services on an as needed basis for the 2015-2016 school year. The pay rate for these positions is $32 per hour.

Homebound Instruction After School Detention

Informational: During the school year, there is frequently a need for the above services. The recommendation above allows the positions to be filled swiftly without waiting for a meeting of the Board of Education to seek approval.

1. Recommend appointment of the following supervisors for the 2015-2016 school year effective July 1, 2015. The recommendation includes a 2.0% salary increase.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member** | **Position** | **2014-2015**  **Salary** | **2015-2016**  **Salary** |
| Jack Henderson | Supervisor of Support Staff | $70,343 | $71,750 |
| Joseph Magazu | Supervisor of Technology | $58,380 | $59,548 |

1. Recommend appointment of the following confidential employees for the 2015-2016 school year effective July 1, 2015. This recommendation includes a 2.0% salary increase.

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member** | **Position** | **2014-2015**  **Salary** | **2015-2016**  **Salary** |
| Lynne Green | Secretary to the Superintendent of Schools | $52,549 | $53,600 |
| Lisa Capasso | Payroll Secretary | $49,262 | $50,247 |
| Deborah Kappra | Secretary to the Business Administrator/Secretary to the Board of Education | $47,500 | $48,450 |

1. Recommend approval to appoint the following aides for the 2015-2016 school year. All appointments are contingent on enrollments. Salaries and steps on guide are as per agreement with the Paulsboro Education Association.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Aide** | **School** | **Position** | **Hours/Day** | **2014-2015** | | **2015-2016** | |
| **Salary/Hour**  **(in $)** | **Step** | **Salary/Hour**  **(in $)** | **Step** |
| Joseph Dreger | PHS | Special Education | 5.5 | 20.32 | 9 | 20.69 | 10 |
| Eleanor Gentile | PHS | Basic Skills | 5.5 | 15.23 | 15 | 15.50 | 15 |
| Vince Jones | PHS | Special Education | 5.5 | 20.32 | 4 | 20.69 | 5 |
| Barbara Murphy\* | PHS | One-on-One  #2703 | 5.5 | 20.32 | 10 | 20.69 | 11 |

\* Partially funded by Greenwich Township Public Schools.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES.

Motion carried

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items M-Y:

1. Recommend approval to accept the resignation, with intent to retire, of Elementary School Teacher of Gifted and Talented Kathleen Williams effective July 1, 2015.

Informational: Ms. Williams served the Paulsboro Public Schools for 17 years.

1. Recommend approval to accept the resignation, with intent to retire, of Billingsport Early Childhood Center Teacher Jaclynn Pavone effective July 1, 2015.

Informational: Ms. Pavone served the Paulsboro Public Schools for 13 years.

1. Recommend approval to accept the resignation of Billingsport Early Childhood Center Playground/Cafeteria Aide Frieda E. Clarke effective at the close of business on June 23, 2015.

Informational: Ms. Clarke served the Paulsboro Public Schools for 5 years.

1. Recommend approval to accept the resignation, with intent to retire, of Billingsport Early Childhood Center Basic Skills Aide Anne Williams effective July 1, 2015.

Informational: Ms. Williams served the Paulsboro Public Schools for 27 years.

1. Recommend approval of a childbearing/childrearing leave of absence for Loudenslager Teacher of Grade 3 Krista Lange with the following terms and conditions:

Dates of the Leave Terms and Conditions of the Leave

Tuesday, September 8, 2015 - With pay and benefits by use of accumulated

Thursday, October 15, 2015 sick and personal leave as well as the concurrent use

Of Federal Family Leave.

Friday, October 16, 2015 - Without pay but with benefits via the Federal Family

Friday, October 30, 2015 Leave Act.

1. Recommend approval to appoint the following aides for the 2015-2016 school year. All appointments are contingent on enrollments. Salaries and steps on guide are as per agreement with the Paulsboro Education Association.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Aide | School | Position |  | **2014-2015** | | **2015-2016** | |
| Hours/Day | Salary/Hour | Step | Salary/Hour | Step |
| Judith Burlingame | B | Preschool | 5.83 | 15.23 | 15 | 15.50 | 15 |
| Romell Martin | B | Preschool | 5.83 | 14.09 | 11 | 15.50 | 12 |
| Dawn Melis | B | Preschool | 5.83 | 15.23 | 14 | 15.50 | 15 |
| Lorraine Oswald | B | Kindergarten | 5.83 | 15.23 | 15 | 15.50 | 15 |
| Angela Painter | B | Kindergarten | 5.83 | 14.09 | 10 | 14.34 | 11 |
| Dottie Palmisano | B | Kindergarten | 5.83 | 14.09 | 10 | 14.34 | 11 |
| Theresa Stone | B | One on One  (#2811) | 5.83 | 15.23 | 12 | 15.50 | 13 |
| Barbara Wurtz | B | Kindergarten | 5.83 | 15.23 | 15 | 15.50 | 15 |
| Cheryl Sierocinski | B | Basic Skills Reading | 5.83 | 20.32 | 10 | 20.69 | 11 |
| Mary Ann Costa | B | Special Education | 5.83 | 20.32 | 10 | 20.69 | 11 |
| Joseph Benne | B | Special Education | 5.83 | 20.32 | 9 | 20.69 | 10 |
| Paula Estrada | L | One-on-One (#2583) | 5.83 | 20.32 | 3 | 20.69 | 4 |
| Keri Lyn Croce | B | Preschool Disabled | 5.83 | 20.32 | 4 | 20.69 | 5 |
| Marie Lexa | B | Preschool Disabled | 5.83 | 20.32 | 9 | 20.69 | 10 |
| Leone Brennan | L | One-on-One (#2154) | 5.83 | 20.32 | 10 | 20.69 | 11 |
| \*Stephanie Bucco | L | Resource Room | 3.80 | 20.27 | 2 | 20.69 | 3 |
| \*Sherry Burl | L | Resource Room | 3.80 | 20.27 | 2 | 20.69 | 3 |
| Joe Ciocco | L/B | TBD | 5.83 | 20.32 | 5 | 20.69 | 6 |
| Heather Parks | L | Basic Skills | 5.83 | 20.32 | 10 | 20.69 | 11 |
| Marietta Relation | L | Basic Skills | 5.83 | 20.32 | 10 | 20.69 | 11 |
| June Lord | L | Special Education | 5.83 | 11.04 | 7 | 12.07 | 8 |
| Gloria Melchiore | L | Special Education | 5.83 | 20.32 | 10 | 20.69 | 11 |
| Sherry Reynolds | L | Special Education | 5.83 | 20.32 | 10 | 20.69 | 11 |
| Erica Scott | L | Special Education | 5.83 | 20.32 | 3 | 20.69 | 4 |
| Colanero, Teresa | Junior High | Special Education | 5.5 | 20.32 | 9 | 20.69 | 10 |
| Glocker, Dave | Junior High | Special Education | 5.5 | 20.27 | 2 | 20.69 | 3 |

\* Part time positions (19 hours/week).

1. Recommend approval to appoint the following employees for the 2015-2016 school year. All

appointments are contingent on enrollments. This recommendation includes a 2.0% salary increase.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Aide** | **School** | **Position** | **Hours/Day** | **Salary/Hour**  **2014-2015** | **Salary/Hour**  **2015-2016** |
| Kellie Mann | B | Playground/Cafeteria | 2.0 | $9.28 | $9.46 |
| Traci Dyess | B | Playground/Cafeteria | 2.0 | $8.42 | $8.58 |
| Felicia Durr | B | Playground/Cafeteria | 2.0 | $8.38 | $8.54 |
| Vacant | B | Playground/Cafeteria | 2.0 |  |  |
| Vacant | B | Playground/Cafeteria | 2.0 |  |  |
| Vacant | B | Playground/Cafeteria | 2.0 |  |  |
|  |  |  |  |  |  |
| Anna Kavanaugh | L | Playground/Cafeteria | 2.0 | $10.69 | $10.90 |
| Dorothy Banks | L | Playground/Cafeteria | 2.0 | $14.50 | $14.50 |
| Vacant | L | Playground/Cafeteria | 2.0 |  |  |
|  |  |  |  |  |  |
| Dorothy Banks | L | Breakfast | 1.5 | $14.50 | $14.50 |
| Anna Kavanaugh | L | Breakfast | 1.5 | $10.22 | $10.42 |

Informational: The maximum salary for these positions was frozen at $14.50. This action was taken several years ago.

1. Recommend approval to appoint the following employees for the 2015-2016 school year. Salaries and steps on guide are as per agreement with the Paulsboro Education Association.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Work Day**  **or**  **Work Year** | **2014-2015** | | **2015-2016** | |
| **Step** | **Salary**  **(in $)** | **Step** | **Salary**  **(in $)** |
| **Cafeteria Workers** | | | | | |
| Linda Brandt | 5.0 hours | 12 | 15.84 | 13 | 16.12 |
| Kimberly Parker | 5.0 hours | 7 | 15.38 | 8 | 15.97 |
| Irene Riddell | 8.0 hours | 15 | 15.84 | 15 | 16.12 |
| Ann Marie Thompson | 8.0 hours | 15 | 15.84 | 15 | 16.12 |
|  | | | | | |
| **Custodians** | | | | | |
| Cindy Anderson | (12 month) | 1 | 26,155 | 2 | 26,840 |
| Howard Camp | (12 month) | 6 | 29,092 | 7 | 30,256 |
| Bradford Johnson | (12 month) | 5 | 27,999 | 6 | 29,616 |
| Paul Johnston | (12 month) | 6 | 29,092 | 7 | 30,256 |
| Deborah Mincey | (10 month) | 12 | 27,594 | 13 | 28,091 |
| Adam Miskiewicz | (12 month) | 8 | 31,982 | 9 | 33,709 |
| Daniel Moore | (12 month) | 12 | 33,113 | 13 | 33,709 |
| John Ponter | (12 month) | 3 | 26,893 | 4 | 27,928 |
| Dietra Roane | (12 month) | 12 | 33,113 | 13 | 33,709 |
| Michael Robinson | (12 month) | 1 | 26,155 | 2 | 26,840 |
| Dennis Weiss | (12 month) | 12 | 33,113 | 13 | 33,709 |
| Vacant | (12 month) |  |  |  |  |
| Vacant | (12 month) |  |  |  |  |
|  | | | | | |
| **Grounds** | | | | | |
| Wayne Farrow | (12 month) | 12 | 33,682 | 13 | 34,289 |
|  | | | | | |
| **Maintenance** | | | | | |
| Earl McEwen | (12 month) | 10 | 35,591 | 11 | 36,232 |
| Patrick Relation | (12 month) | 11 | 35,591 | 12 | 36,232 |
|  | | | | | |
| **Secretaries** | | | | | |
| Lauren Abbott | (12 month) | 3 | 37,552 | 4 | 38,550 |
| Theresa Croce | (12 month) | 13 | 45,100 | 14 | 45,912 |
| Rita Cucinotta | (10 month) | 8 | 34,361 | 9 | 35,841 |
| Adina Giovannitti | (10 month) | 13 | 37,583 | 14 | 38,260 |
| Joann Hoehn | (10 month) | 13 | 37,583 | 14 | 38,260 |
| Michelle Jankauskas | (10 month) | 8 | 34,361 | 9 | 35,841 |
| Karen Minniti | (12 month) | 13 | 45,100 | 14 | 45,912 |
| Janet Montemore | (12 month) | 13 | 45,100 | 14 | 45,912 |
| Lisa Phillips | (10 month) | 12 | 37,583 | 13 | 38,260 |
|  | | | | | |
| **Bus Drivers** | | | | | |
| Donna Alestra | (10 month) | 9 | 22.83 | 10 | 23.25 |
| Marie Polimeni | (10 month) | 10 | 22.83 | 11 | 23.25 |
| **Bus Aides** | | | | | |
| Mary Bailey | (10 month) | - | - | 1 | 10.56\* |
| Nancy O’Brien | (10 month) | 10 | 10.43 | 11 | 10.62 |
|  | | | | | |
| **Computer Technician** | | | | | |
| Charles Brown | (12 month) | 7 | 48,380 | 8 | 49,251 |
|  |  |  |  |  |  |

\*Retroactive to May 8, 2015.

1. Recommend approval of the following staff for the elementary summer school program. The program itself was approved by the Board of Education on May 7, 2015. This recommendation includes a correction for the hours of instruction for prekindergarten and kindergarten. The May 7th agenda indicated that those classes would meet for 2.5 hours per day when it should have stated 4 hours per day. Money for the General Education salaries is available via Budget Accounts 11-422-100-100-101-02-003 and 11-422-100-101-02-003 (Teachers) and 11-422-100-106-02-003, 11-422-100-03-003 (Aides) and 11-422-104-00-003 (Nurse). Funding for the secretary will be transferred from the above accounts.

|  |  |  |
| --- | --- | --- |
| **GENERAL EDUCATION CLASSES**  **(Prepares students for the next grade)** | | |
| **Class for Students Moving Into the Grade Listed** | **Teacher** | **Aide** |
| Kindergarten to First Grade | Susan Addes \* | Angela Painter \* |
| Kindergarten to First Grade | Mary Elton \* |
| First Grade to Second Grade | Lindsay Walsh \* | No Aide |
| Second Grade to Third Grade | Christina Roberts \* | Cheryl DeLorenzo |
| Second Grade to Third Grade | Vincent Jones |
| Third Grade to Fourth Grade | Krista Lange \* | No Aide |
| Fourth Grade to Fifth Grade | Todd Palmisano\* | No Aide |
| Fifth Grade to Sixth Grade | Matthew Browne | No Aide |

Money for the Special Education salaries is available via the Individuals with Disabilities Education Act (IDEA) accounts: Pre-K IDEA 20-253-100-101-02-003 (Teachers), 20-253-100-106-02-003 (Aides) and 20-253-200-104-02-003 (Case Manager/Speech). IDEA Basic 20-250-100-101-02-003 (Teachers) and

20-250-100-101-02-003 (Aides)

|  |  |  |
| --- | --- | --- |
| **SPECIAL EDUCATION CLASSES**  **(Helps students maintain their skills in the present grade – extended school year)** | | |
| Preschool | Kimberley Katelhon | Marie Lexa \* |
| Kindergarten | Erica Highly \* | Dottie Palmisano \* |
| First Grade | Ann Giovannitti \* | Leone Brennan \* |
| Second Grade | Caitlin Cusack | Lorraine Oswald \* |
| Combined Grades 3-6 | Corey Hoffman | Erica Scott \* |

\* These staff members were also approved by the Board of Education for the 2014 Summer School.

3. Nurse: Janice Esters at $32 per hour for 4 hours per day for 21 days.

4. Counselor: Charisse Generette at $32 per hour for 4 hours per day for 21 days.

5. Secretary: Joann Hoehn at $21 per hour for 4 hours per day for 21 days.

6. Principal: Mildred Tolbert (no additional stipend)

7. Substitutes paid at the same rates as listed above for specific positions.

Teacher: Gina Mariano Anthony Chila Paige Foulk

Mandy Thomas Roseanne Lombardo

Aide: Heather Parks Sherry Burl

Nurse: Christine Spitale Elaine Hadfield

Secretary: Adina Giovannitti Rita Cucinotta

Informational: The program is scheduled for Monday, June 29, 2015 through Thursday, July 30, 2015 (20 days of instruction). The program runs from Monday to Thursday. Teachers will be paid for 4 hours prior to the program for preparation. Teachers do not receive preparation time on a daily basis. Staffing is contingent upon student enrollment.

1. Recommend approval for Loudenslager Elementary School Secretary Michelle Jankauskasto work up to 10 days in order to assist with tasks required for the opening of the 2015-2016 school year. Ms. Jankauskas will work 6 hours per day at $21 per hour. Money is available via Budget Account 11-000-240-105-03-003.

Informational: It is anticipated that Ms. Jankauskas will work on July 20, 21, 27 and 28 as well as August 3, 4, 10, 11, 17 and 18. This is the same number of days/hours of work as was authorized by the Board of Education in the past.

1. Recommend approval for Billingsport Early Childhood Center Secretary Joann Hoehn to work up to 10 days in order to assist with tasks required for the opening of the 2015-2016 school year. Ms. Hoehn will work 6 hours per day at $21 per hour. Money is available via Budget Account 11-000-240-105-02-003.

Informational: Ms. Hoehn will work from 12:30 PM – 2:30 PM on those days when summer school is in session. On these days, Ms. Hoehn works in the morning as the secretary for the Elementary School Summer program. She will also work on August 11, 12, 13, 26 and 27 from 7:30 AM – 2:30 PM (six hours of work). This is the same number of days/hours of work as was authorized by the Board of Education in the past.

1. Recommend approval for Billingsport Early Childhood Center Teachers Candell Maxie, Karen Dutton and Judith Toscano to conduct testing for students who will be attending public school for the first time during the 2015-2016 school year. Teachers will earn $32 per hour not to exceed 54 hours to be shared by all of the instructors (not to exceed $1,728).  Testing will take place on August 11, 12, and 13, 2015 (Tuesday - Thursday). Money is available via Budget Account 11-120-100-101-02-017.

Informational:  The teachers conduct basic placement tests for pre-kindergarten (general education only) students, children who were home schooled and those who previously attended non-public schools.

1. Recommend approval to accept the resignation, with intent to retire, of Elementary School Teacher of Art Gordon Redman effective January 1, 2016.

Informational: Mr. Redman served the Paulsboro Public Schools for 22 years.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 9 YES.

Motion carried

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Paulsboro High and Junior High School** | | |
| **Average Last**  **6 years** | **Range** | **2014-2015** |
| September | 1.4 | 0-6 | 11 |
| October | 26.2 | 9-46 | 62 |
| November | 34.8 | 19-53 | 60 |
| December | 44.0 | 31-65 | 71 |
| January | 43.3 | 15-69 | 73 |
| February | 40.5 | 12-53 | 63 |
| March | 68.2 | 28-96 | 93 |
| April | 53.9 | 36-88 | 97 |
| May | 91.5 | 65-127 |  |
| June | 41.7 | 22-97 |  |
| Total | 44.6 | 23.7-70.0 | 530 |

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

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

**STAFF AND CURRICULUM DEVELOPMENT**

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve item A:

1. Recommend approval for Director of Assessment Dr. Lucia Pollino to attend the conference of the New Jersey Association of Federal Program Administrators in Atlantic City, New Jersey on Wednesday, June 10, 2015 and Thursday, June 11, 2015. Cost to the Board of Education includes mileage ($122) and registration ($298).

Informational: This is the major conference for administrators responsible for federal programs such as No Child Left Behind, Title I, II and III and Race to the Top. Dr. Pollino plans to attend: Overcoming Obstacles and Achieving Goals for All Students, The Role of Administration in Fostering Successful Teacher Leadership, Developing a Common Language of Data for Sharing, Student Progress and What Administrators Need to Know about Achieve and Teach NJ.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 9 YES.

Motion carried

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 98 |
| 10 | 96 |
| 11 | 87 |
| 12 | 88 |
| TOTAL | **369** |

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 7 | 77 |
| 8 | 72 |
| TOTAL | **149** |

1. The following are 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 | 6 | 4 |  |  |  | 3 | 23 | | 20 | 22 |  |  |
| Pre-school | 16 | 14 | 16 |  |  | 4 | 24 | | 18 | 24 |  |  |
| K | 27 | 27 | 25 | 25 |  | 5 | 19 | | 19 | 18 | 17 |  |
| 1 | 23 | 23 | 22 | 22 |  | 6 | 20 | | 22 | 18 | 21 |  |
| 2 | 15 | 14 | 17 | 14 |  | Special Education | 10 | | 5 |  |  |  |
| Special Education | 12 | 7 | 14 |  |  |  |  | |  |  |  |  |
| TOTAL |  |  |  |  | **343** | TOTAL |  | |  |  |  | **300** |

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

1. Recommend approval for School Psychologists Angela Brown, Naomi Firestein and Nicole Crosby and Learning Disabilities Teacher/Consultants Andrea Blandy and Karolyn Adams to complete registrations for students new to Paulsboro with Individual Educational Programs (IEP), assist with the development of schedules for students with IEPs, update student records, adjust class lists as well as consult with administrators in order to be certain that educational services for students with IEPs are in compliance with IDEA during July and August 2015.  These professionals will earn $32 per hour not to exceed 150 hours ($4,800). The 150 hours is shared between the five people listed in this recommendation. Money is available via Budget Account 11-000-219-00-053.
2. Recommend approval for specific General Education and Special Education teachers to attend initial classification and change of placement meetings for students new to the district or who are newly diagnosed with a disability that makes them eligible for services via the Individuals With Disabilities Education Act (IDEA) during July and August 2015.  Staff members earn $32 per hour not to exceed 96 hours ($3,072). The 96 hours is shared between all of the people listed in this recommendation.  Money is available via Budget Account 11-000-219-00-054.

Informational:  IDEA as well as New Jersey regulations delineate specific timelines to complete classification of students with disabilities, develop their Individual Educational Program (IEP) and implement the program.  The IEP is developed by a team called the IEP team composed of at least one general education teacher, one special education teacher, and a member of the Child Study Team (case manager).  The parents of each student are also members of the IEP team.

1. Recommend approval of the following contracts with Gloucester County Special Services School District for the 2015-2016 school year. Money is available to fund this recommendation via Account Number 11-000-216-320-15.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Therapy | Maximum Hours Per Week | Not to Exceed Hours Per Year | Cost Per Hour | Total Annual Cost |
| Occupational Therapy | 23 | 828 | $83 | $68,724 |
| Physical Therapy | 7 | 230 | $83 | $19,090 |

Informational:  Occupational Therapy (fine motor movement) and Physical Therapy (gross motor movement) are considered to be related services by the Individuals with Disabilities Education Act (IDEA).  Students with disabilities who qualify for services via IDEA are also entitled to the related services that are required to provide a “beneficial” education.   Physical and Occupational Therapy are, in these cases, included in the student’s Individual Educational Program (IEP).  For a number of years, Paulsboro has contracted with Gloucester County Special Services School District to provide these therapeutic services.  Only students whose IEP specifically delineates these therapies, receive them.

1. Recommend approval for the following agencies to provide homebound instruction on an as-needed basis during the 2015-2016 school year.  Money is available to fund this recommendation via Account Number 11-150-100-320-00-050.

Professional Education Services

The Gloucester County Special Services School District

Brookfield Schools

Inspira Health Network

Children’s Hospital of Philadelphia

Shelter of Hope/Ranch Hope

Daytop Village of New Jersey

Informational: The above agencies provide homebound instruction to students who are hospitalized, placed in behavioral programs or require specialized treatment for addiction issues. In some cases, the agencies may provide homebound instruction for a student when a Paulsboro Public Schools teacher is not available. Recommend approval to provide homebound instruction for the following students. Money is available to fund this recommendation via Account Number 11-150-100-320-00-050.

|  |  |  |
| --- | --- | --- |
| **Student Name/Case Number** | **Grade** | **Hours of Instruction** |
| AW | 10 | Student will receive five hours of home instruction per week from approximately April 10, 2015 until May 22, 2015. The instruction is provided by a teacher approved by the Paulsboro Board of Education at a rate of $32 per hour. Home instruction is support by a letter from the student’s physician. |

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

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES.

Motion carried

Motion by Giampola, seconded by Dunn to accept the Interim Superintendents recommendation to approve items F-J:

1. Recommend approval for Kindergarten Student Jeremiah Dow to attend Central Early Childhood Center in Deptford Township, New Jersey on a tuition basis from March 24, 2015 until the end of the current school year. Cost to the Board of Education is tuition of $51.56 per day for 58 days ($2,990.48) plus school bus transportation to and from school.

Informational: Jeremiah’s family recently moved to Paulsboro. All of the kindergarten classes at Billingsport Early Childhood Center had enrollments above the New Jersey Department of Education maximum. The parents and Deptford Township agreed that the student complete the school year at Central Early Childhood Center on a tuition basis.

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** |
| KS | 8 | Paulsboro, New Jersey | Tappahannock, VA | Yes | No |
| KB | 4 | Paulsboro, New Jersey | Tappahannock, VA | Yes | No |
| RW | 1 | Glassboro, New Jersey | Paulsboro | No | Yes |
| SW | K | Glassboro, New Jersey | Paulsboro | No | Yes |

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.

1. Recommend approval to provide homebound instruction for the following students. Money is available to fund this recommendation via Account Number 11-150-100-320-00-050.

|  |  |  |
| --- | --- | --- |
| **Student Name/Case Number** | **Grade** | **Hours of Instruction** |
| KT | 01 | Student received home instruction through Brookfield/Inspira for a minimum of 5 hours/week at $32/hour. Instruction began circa May 1, 2015. |
| PG | 01 | Student received home instruction through Brookfield/Inspira for a minimum of 5 hours/week at $32/hour. Instruction began circa May 8, 2015. |
| CA | 01 | Student received home instruction through Brookfield/Inspira for a minimum of 5 hours/week at $32/hour. Instruction took place from March 16, 2015 – April 29, 2015. |
| JS | 02 | Student received home instruction through Brookfield/Inspira for a minimum of 5 hours/week at $32/hour. Instruction took place from March 18, 2015 – April 24, 2015. |
| PS | 07 | Student will receive five hours of home instruction per week from approximately April 24, 2015 until the end of the school year. The instruction is provided by a teacher approved by the Paulsboro Board of Education at a rate of $32 per hour. |

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

1. Recommend approval to submit the Four-Year (2015-2016, 2016-2017, 2017-2018 and 2018-2019) Preschool Program Plan to the New Jersey Department of Education. (**Electronic attachment only – hard copy will be available at the meeting or in advance in the Office of the Superintendent**).

Informational: The New Jersey Department of Education requested that the Paulsboro Public Schools (and approximately 18 other school districts) partner with it in its application for Preschool Expansion funding via the United States Department of Education. The grant application was successful. The plan recommended above replaces the One-Year Preschool Program Plan which was approved annually. The Board of Education approved participation in the project on October 30, 2014. Billingsport Early Childhood Center Principal Paul Bracciante is the lead for this project.

Paulsboro will receive approximately $355,000 a year for the next four years to expand the program for four year old students. Grant funds will pay for the teacher and aide needed to create a 4th section of preschool. As a condition of the grant, class sizes will be reduced from 18 students per section to 15 students per section. The grant also requires 60% of the four year old students with disabilities to be mainstreamed in to general education preschool classes. Grant funds are also available to purchase materials as well as make changes to the facility such as add a preschool playground.

1. Recommend approval for children of staff members working in the elementary school summer program to attend that program without a fee. The recommendation is contingent on all Paulsboro residents who apply to participate in the program being served before the children of staff are admitted.

Informational: Class size is maintained at 15 students for the summer program. If seats still remain when every child on the waiting list is contacted, the children of staff members are invited to attend summer school.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 9 YES.

Motion carried

1. Informational:
2. Student Transportation – New Regulation

The New Jersey Department of Education just added a new regulation relative to student transportation. Specifically, “When a student is placed in a resource family home that is located outside of the student’s school district of residence, the school district in which the resource family home is located shall arrange for transportation services in consultation with the school district of residence. The school district of residence shall be responsible for the cost of transportation.” It is not clear how much this will cost the Board of Education during a given school year.

1. Extraordinary Aid – Special Education

Special education extraordinary aid is provided to assist districts with students that have high special education costs. If a special education student is educated in an out of district public school for students with disabilities and the cost of providing direct instructional and support services for this student exceeds $40,000, then for those direct instructional and support services costs in excess of $40,000 a district will receive aid equal to 75% of the amount of that excess. If a special education student is educated in an out of district private school for students with disabilities and the tuition for this student exceeds $55,000, then for tuition costs in excess of $55,000 a district will receive aid equal to 75% of the amount of that excess.

During the 2013-2014 school year, Paulsboro had four who had tuition costs high enough to qualify for extraordinary aid. During the 2014-2015 school year, only one student qualified for extraordinary aid.

1. Paulsboro High School Students Attending the Gloucester County Institute of Technology

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Year | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Total |
| 2015-2016 | 6 | 8 | 9 | 10 | 33 |
| 2014-2015 | 8 | 9 | 10 | 8 | 35 |
| 2013-2014 | 11 | 10 | 8 | 4 | 33 |
| 2012-2013 | 14 | 9 | 6 | 7 | 36 |

1. Monthly Reports of Administrators (**Attachment**)

**STUDENT ACTIVITIES**

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

* 1. Recommend approval for students taking Honors English I and II classes to participate in the Pennsylvania Renaissance Faire in Manheim, Pennsylvania on a school day during the second week of October 2015 (depending on ticket availability).   There are approximately 35 students enrolled in these two courses.   Cost to the Board of Education includes school bus transportation and three substitute teachers ($390).   Paulsboro High School English Teachers Susan Howard and Nicole Beaman will chaperone the trip.  Paulsboro High School Teacher Nick Cappolina will be the third chaperone if needed.

Informational:  Students must pay $14 in order to participate in the trip.  The purpose of this field trip is for students to participate in a “living history” experience relevant to the culture of the Middle Ages and Renaissance in England. This helps engage the students in the study of Shakespeare’s *Romeo and Juliet*.  Students must complete a project as part of this field trip.   This type of trip has been taken for many years.

* 1. Recommend approval to conduct a Class of 2015 vs. Faculty volleyball game on Wednesday, June 17, 2015 between 3:00 PM and 4:00 PM. Paulsboro High School Teachers of Art Margaret LaDue and Christine O’Malley are in charge of the activity. There is no cost to the Board of Education.

Informational: The game will take place on Bennett Field weather permitting and in the gymnasium in the event of rain. The Physical Education Teachers have agreed to assist with set-up and removal of equipment for the event.

* 1. Recommend retroactive appointment of Paul Morina to the position of Head Coach for Wrestling for the 2014-2015 school year. Mr. Morina will earn $8,112 as per the agreement between the Board of Education and Paulsboro Education Association.

Informational: The newly ratified agreement between the Paulsboro Board of Education and Paulsboro Administrators Association (PAA) now permits its members to accept paid positions as coaches and advisors. The new PAA Agreement is retroactive to July 1, 2014. The Interim Superintendent reviewed this matter with the President of the Paulsboro Education Association (PEA). It was her opinion that, in this case, there was no violation of the PEA Agreement.

* 1. Recommend approval to announce the Baccalaureate service to be conducted on Friday, June 19, 2015 at 6:30 PM at St. Paul’s United Methodist Church at Broad and Delaware Streets in Paulsboro, New Jersey. Reverend Kevin Davis is coordinating the activity.

Informational: In the distant past, schools conducted Baccalaureate services. These services were religious in nature. At one point, this type of ceremony was no longer permissible within the schools or sponsored by schools. In response, Paulsboro High School discontinued Baccalaureate in favor of Convocation. Convocation was motivational but not religious in nature.

In some communities, the ministerium conducts a Baccalaureate in a local church. These activities are not sponsored nor conducted by the public schools. Student attendance is not mandatory. The school simply makes students aware of the event. Students may wear caps and gowns if they want. Pastor Davis is leading a group of clergy to offer a traditional but non-denominational Baccalaureate service in Paulsboro.

Pastor Davis conducted Baccalaureate during June 2014 for the Class of 2014 at St. Paul’s Methodist Church.

* 1. Recommend authorization to renew Paulsboro’s membership for the 2015-2016 school year in the New Jersey State Interscholastic Athletic Association (NJSIAA) with annual dues of $2,150.00 and Colonial Conference with annual dues of $650. This recommendation includes re-adoption of the rules and regulations of the Colonial Conference.

1. Recommend approval for Secretary to the Director of Athletics Adina Giovannitti to work up to 10 days during July and August 2015 in order to assist with preparation for the fall athletic session. Ms. Giovannitti will work 6 hours per day at a rate of $21 per hour (not to exceed $1,320). Work days will be selected in cooperation with the Principal of Paulsboro High School and the incoming Director of Athletics. Money is available via Budget Account 11-402-100-105-06-003.

Informational: Ms. Giovannitti will assist with confirmation and transportation arrangements for scrimmages, games and schedule changes. She will also answer parent questions and cooperate with the School Nurse in order to schedule fall season student physicals.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES.

Motion carried

Motion by Giampola, seconded by Walter to accept the Interim Superintendents recommendation to approve items G-H:

1. Recommend approval for students at Billingsport Early Childhood Center (BECC) to participate in the “Mileage Club” during recess for the **2015-2016** school year. Cost to the Board of Education is $125 (to

be paid from the Principal’s Account) for materials. School Nurse Janice Esters is in charge of the

activity. Playground/cafeteria aides as well as classroom aides will assist with this project.

Informational: Students who wish to participate will walk around the large playground area at BECC during recess. They will log their mileage in order to earn Foot Tokens and certificates for miles walked. The program is designed to promote fitness, build self-esteem, and help students “burn” excess energy. The Board of Education approved the Mileage Club during the 2013-2014 and 2014-2015 school years.

1. Recommend approval for all kindergarten students to participate in a field trip to Fort Billingsport Park on Friday, June 12, 2015 (rain date Monday, June 15, 2015). Students will walk to the park so no transportation is needed. Billingsport Early Childhood Center Principal Paul Bracciante as well as the Kindergarten Teachers and Aides will chaperone the trip. There is no cost to the Board of Education.

Informational: The teachers have developed instructional objectives for lessons prior to the trip, during the trip and for follow-up lessons after the outing. The primary goal of the trip is to learn about the role Fort Billingsport played in the American Revolution. Students will also conduct a science related scavenger hunt at the park. Parent volunteers will also assist (but not chaperone) with the field trip. Bagged lunches will be provided by the cafeteria.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 9 YES.

Motion carried

1. Informational:
2. Athletic Uniform Replacement Schedule

As part of budget preparation for 2015-2016, the administration developed a replacement schedule for athletic team uniforms. The replacement schedule allows for each team to receive new uniforms every four years. The budget includes money to fund the uniform replacements. It also includes some money to repair uniforms that are not scheduled for replacement. The Athletic Uniform Replacement Schedule is attached. (**Attachment**)

1. Martin Luther King Classic Basketball Tournament – Financial Report

At the October 30, 2014 meeting the Board of Education approved the above mentioned tournament.

At that time, the Board also approved a budget and financial plan for the event. The following is a financial summary for the tournament.

Ticket sales for the Martin Luther King Classic Basketball Tournament yielded $2,749 (428 adults at $5.00 and 203 students at $3.00). The Board of Education paid for security/police ($949), event workers ($1,060) and officials ($780) for a total of $2,789. Net cost to the Board of Education was

$40 plus custodial overtime since the tournament took place during a holiday.

The Student Activities Account for the Basketball Team received the proceeds from concession stand sales ($1,101). Expenses paid by this account included monogram sets ($123), T-shirts ($1,037) and concession stand food/items ($587). As a result, the student activities account lost $646 ($1,101 - $1,747). Fortunately, this account had a previous balance of $742 to cover this loss.

1. Betty and John Vogeding Wrestling Tournament – Financial Report

At the October 30, 2014 meeting the Board of Education approved the above mentioned tournament.

At that time, the Board also approved a budget and financial plan for the event. The following is a financial summary for the tournament.

Ticket sales for the Betty and John Vogeding Wrestling Tournament yielded $1,531 (122 adults at $6.00, 91 students at $4.00, 63 adults at $5.00 and 40 students at $3.00). The Board of Education paid for security/police ($1,268), event workers ($527) and officials ($1,320) for a total of $3,115. Net cost to the Board of Education was $1,584.

The Paulsboro Wrestling Association (PWA) operated the concession stand and received the proceeds for it. PWA also paid all expenses for the concession stand.

The Student Activities Account for the Wrestling Team received the tournament entrance fees for participating teams ($1,875). Expenses paid by this account include event programs ($193) and medals ($360). As a result, the student activities account had a profit of $1,322 ($1,874-$193-$360).

**FINANCE**

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

1. Recommend approval to accept a donation of the 1929 Paulsboro High School diploma of Albert Stilwell Birch from Sandy, Chris and Jakob Birch. The monetary value of the diploma is approximately $20 but what it represents is priceless.

Informational: The Quint family will have the diploma framed so that it can be displayed in the Administration Building as part of the Hall of Diplomas Exhibition.

1. Recommend approval to accept a donation in the amount of $600 from Hugh Phifer owner of Phifer Financial Services for the purpose of providing $100 to the 2014-2015 recipients of the Governor’s Teacher Recognition Awards and the Governor’s Educational Services Professional Awards. The funds are intended to purchase classroom materials or other purchases made for the students.

Informational: Mr. Phifer has provided these awards for many years. Mr. Phifer will present the awards as part of the Teacher Recognition Program on Thursday, May 28, 2015.

1. Recommend approval to accept the following scholarships from the Paulsboro High School Golden Anniversary Club (GAC) to be awarded to members of the Class of 2015:

1. Six $1,000 scholarships (Academic Success Scholarships). Recipients to be selected by the Paulsboro High School faculty and administration.

2. Two $4,000 scholarships (Academic Achievement Scholarships). These scholarships are presented to the two students with the highest class ranks in the Class of 2015 who have not already received full funding for their college education. Each student will receive $2,000 during their freshman year and an additional $2,000 during their sophomore year at college.

The GAC stipulates that a student may not receive an Academic Success Scholarship and an Academic Achievement Scholarship.

Informational: The GAC has already provided $10,000 in scholarships for members of the Class of 2015. It will provide an additional $4,000 to recipients from the Class of 2015 when they become sophomores in 2016. It is commendable that the GAC has increased its scholarship contributions every year for the past few years.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson (Abstained on item C), and Mr. Walter voting 10 YES.

Motion carried

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

The applications for reimbursement to the School Development Authority (SDA) for the above mentioned projects were submitted on May 4, 2015. Just after submission, the SDA informed the Business Administrator that the completed applications have been forwarded from the Grant Analyst to his supervisor the Grant Specialist. From the Grant Specialist the application goes to the Director of Grants. Assuming everyone approves the application, it is returned to the Grant Analyst to coordinate payment with the accounting department.

1. Child Nutrition – Participation and Finance

As a result of implementing the Community Eligibility Provision (CEP) all students are now eligible to eat both breakfast and lunch free of charge. The following chart displays the percentage of students participating in the meal program for the past two years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Breakfast** | | **Lunch** | |
| **2013-2014** | **2014-2015** | **2013-2014** | **2014-2015** |
| September | 51% | 58% | 70% | 75% |
| October | 52% | 60% | 72% | 81% |
| November | 53% | 63% | 73% | 88% |
| December | 50% | 64% | 74% | 81% |
| January | 47% | 64% | 61% | 81% |
| February | 43% | 63% | 63% | 80% |
| March | 48% | 59% | 69% | 78% |
| April | 48% | 63% | 63% | 79% |

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

|  |  |  |
| --- | --- | --- |
| **Financial Information** | **September - April** | |
| **2013-2014** | **2014-2015** |
| Expenses | $497,960.73 | $522,849.28 |
| Revenues | $576,706.87 | $622,132.52 |
| Revenue-Expenses | -$78,746.14 | $69,283.23 |

**FACILITIES**

Motion by Stevenson, seconded by Walter to accept the Interim Superintendents recommendation to approve item A:

1. Recommend approval for the Paulsboro Recreation Committee to use the Paulsboro High School Auditorium on Friday, February 12, 2016 from 4:00 PM until 8:00 PM (dress rehearsal) and Auditorium and Cafeteria on Saturday, February 13, 2016 from 10:00 AM until 6:00 PM (program). This recommendation includes approval to use the piano, sound system and video projection equipment. This organization is covered by the Borough of Paulsboro insurance policy. Council Woman Jennifer Turner is in charge of the activity.

Informational: The Board of Education approved this committee to use the auditorium and cafeteria for the same purpose during the 2014-2015 school year.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES.

Motion carried

B. Informational

1. Filming of Informational Television Advertisements

On Saturday, May 2, 2015 a television production company used the Paulsboro High School Library and several classrooms to film informational advertisements. The company paid the Board of Education $1,000 plus custodial overtime for the facility use. The production company also provided proof of insurance prior to using the facility. The company was working via Hill Studio. Hill Studio was approved by the Board of Education on July 17, 2014 to use the school buildings and grounds for this type production.

**SCHOOL SAFETY**

Motion by Giampola, seconded by Stevenson to accept the Interim Superintendents recommendation to approve item A:

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

of Schools for the following cases of Harassment, Intimidation and Bullying (HIB) at Paulsboro High School.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| PHS032415001 | Various | Complete | Non-HIB | Melba Moore-Suggs, Anti-Bullying Specialist | Detention 2 hours | NA |

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Hughes, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 10 YES.

Motion carried

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

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case Based on Protection Categories** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Other Measures** |
| BECC032615001 | 3/26/2015 | Complete | Non-HIB | Charisse Generette, Anti-Bullying Specialist | Admonishment, Out of School Suspension 1 day | Parent conference |
| BECC042515001 | 4/25/2015 | Complete | Intentional (with hate speech) and designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Detention | NA |
| BECC042415001 | 4/24/2015 | Complete | Intentional (without hate speech) and designed to harass, intimidate, or bully | Charisse Generette, Anti-Bullying Specialist | Detention, parent conference, and counseling | NA |
| PHSJR042115001 | 4/21/2015 | Complete | Intentional (without hate speech) and designed to harass, intimidate or bully | Christie Rego-Konzik, Anti-Bullying Specialist | Parent conference | Schedule change – Student assigned to Alternative Evening Program |
| PHSJR031215001 | 03/12/2015 | Complete | Non-HIB | Christie Rego-Konzik, Anti-Bullying Specialist | Out of School Suspension 3 days | NA |
| PHSJR042015001 | 4/20/2015 | Complete | Non-Actionable HIB | Christie Rego-Konzik, Anti-Bullying Specialist | Parent conference, and counseling | Increased supervision before and after school, involvement of Paulsboro Police Department Case#201502645) |

Informational: The New Jersey Department of Education requires all suspected cases of HIB to be investigated. Some of these cases are confirmed as HIB incidents. At the end of each investigation, the Superintendent must officially act on the case. In general, he confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify his decision. The Superintendent informs the parents of this decision as well as their right to appeal.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mr. Hamilton, Mr. Lisa, Mr. Ridinger, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 9 YES.

Motion carried

1. Informational
2. Emergency Management Manual - Update

District Mathematics Coach Matthew Browne is in charge of updating the Emergency Management Manual for the Paulsboro Public Schools. Mr. Browne began by reviewing and modifying the safety procedures that are already in effect for the Paulsboro Public Schools. He checked and updated each procedure so that it complies with the rules and regulations of the New Jersey Department of Education and other agencies. Paulsboro Refining Company Safety Expert Patrick Robinson also reviewed and provided input on each procedure. It should be noted that Mr. Robinson also assisted the district when it developed its first Emergency Management Manual during the 1990s. Mr. Browne’s next step was to review and fine tune each procedure in consultation with the building principals.

Each of the following procedures has been reviewed and modified so that it is customized for Billingsport Early Childhood Center, Loudenslager Elementary School and Paulsboro High School/Paulsboro Junior High School:

Fire Evacuation

Non-Fire Evacuation (Bomb Threat)

Shelter in Place

Lockdown/Active Shooter

Lock-In (Previously Lockdown)

Bus Evacuation

Medical Emergency

The Responsibilities Checklist and Response Matrix are also complete. Mr. Browne still needs to complete the reunification plan and off-site plan.

The next step is for Mr. Browne to review the procedures with local Emergency Management Officials. As part of this process, he will “walk the buildings” with local emergency management officials to be absolutely certain that the procedures, materials and manuals are complete and accurate. Based on their input, he will make the final changes to the procedures.

Mr. Brown has nearly completed the updating and labeling the floor plans for each building, properly labeling items such as the gas shutoff valves, electric shutoff breakers, etc. He will also update the materials located in the Knox Boxes and Knox Safes.

The goal is to present the Emergency Management Manual to the Board of Education at its July 2015 for approval.

1. Violence, Vandalism and Substance Abuse

The following cases of Violence, Vandalism and Substance Abuse were investigated and confirmed since the last report to the Board of Education. These cases are reported to the New Jersey Department of Education semi-annually. The Superintendent of Schools makes an annual report of Violence, Vandalism and Substance Abuse.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| BECC009 | 03/27/2015 | Complete | Harassment, Intimidation, and Bullying (HIB) | Charisse Generette | Warning | NA |
| BECC010 | 04/25/2015 | Complete | Violence – HIB | Charisse Generette | Detention | NA |
| BECC011 | 4/24/2014 | Complete | Violence – HIB Violence - Fight | Charisse Generette | Detention 3 days | NA |
| LOUD007 | 4/23/2015 | Complete | Violence – Fight | Phil Neff | Out of School Suspension 2 days | NA |
| LOUD008 | 3/20/2015 | Complete | Violence-Threat | Phil Neff | Out of School Suspension 5 days, threat assessment and superintendent meeting needed | NA |
| PHSJR015 | 4/21/2015 | Complete | HIB | Christie Rego-Konzik | Parent conference and schedule change (AEP) | NA |

### Report of School Security Drills

**SCHOOL SECURITY DRILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Drill** | **Notation** | **School** | | |
| **Paulsboro Senior High School**  **and**  **Paulsboro Junior High School** | **Loudenslager Elementary School** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 9/11/14, 10/21/14, 11/13/14, 12/17/14, 1/21/15, 2/25/15, 3/26/15 | 9/8/14, 10/6/14, 11/5/14, 12/18/14, 1/23/15, 2/26/15, 3/26/15, 4/16/15, 5/8/15 | 9/8/14, 10/7/14, 11/4/14, 12/16/14, 1/23/15, 2/25/15, 3/18/15, 4/9/15, 5/7/15 |
| Evacuation (Non-Fire) | Each school must conduct two annually | 3/18/2015 (Actual Evacuation)  4/10/15 | 11/20/14, 4/13/15 | 10/2/14, 4/13/15 |
| Lockdown | Each school must conduct two annually | 9/23/14, 11/26/14, 1/30/15  3/18/2015 (Actual Lockdown) | 1/15/15, 3/20/15 | 9/15/14, 1/8/15 |
| Bomb Threat | Each school must conduct two annually | 4/28/15 | 10/27/14 | 3/2/15, 5/20/15 |
| Active Shooter | Each school must conduct two annually | 12/22/14, 2/27/15 | 12/12/14, 2/23/15 | 12/5/14 |
| Other Drills | Each school must conduct two annually | Shelter In Place  10/2/14 | Shelter In Place 9/15/14 | Shelter In Place  2/3/15 |
| Bus Evacuation | Conduct two annually | 11/3/14 | 10/16/14 | 11/4/14 |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure | Districtwide 11/19/14  The Phone Blaster is used to notify staff and parents of emergency school closings. In the event that Phone Blaster fails, each school also has an emergency telephone chain to notify staff members of school closings. Network broadcast media, the district website and Comcast are also used to notify the parts/community of emergencies. | | |

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION**

None.

**REGULAR MEETING**

Interim Superintendent Quint asked the Board Members present if they wanted to discuss ratification of the Paulsboro Administrative Associations salary guide in public. This was the only item needed to be discussed in executive session. The Members present agreed to discuss in public. The guide below was presented, discussed, and no changes made.

Motion by Dunn, seconded by Giampola to accept the Interim Superintendents recommendation to approve the following salary guide for the Paulsboro Administrative Association (PAA) retroactive to July 1, 2014. Retro pay will be disbursed on pay dated July 15, 2015:

Effective July 1, 2014, the following salary guide will be used:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position | Administrator | 2013-2014 | 2014-2015  2.0% Increase | 2015-2016  2.0% Increase | 2016-2017  2.5% Increase |
| High School Principal | Paul Morina | $126,045 | $128,566 | $131,138 | $134,417 |
| Junior High School Principal | Mildred Tolbert | $114,346 | $116,633 | $118,966 | $121,941 |
| Elementary School Principal | Philip Neff | $102,120 | $104,163 | $106,247 | $108,904 |
| Elementary School Principal | Paul Bracciante | $98,205 | $100,170 | $102,174 | $104,729 |
| Director of Special Services | John Giovannitti | $117,586 | $119,938 | Note 1 $126,417 | $129,578 |
| Director of Assessment | Lucia Pollino | $126,838 | $129,375 | $131,963 | $135,263 |
| Assistant Principal | James Pandolfo | $100,047 | $102,048 | $104,089 | $106,692 |

Note 1: A $4,000 salary increase was included then the 2.0% increase calculated. The $4,000 salary adjustment replaced the stipend previously paid to perform the duties of Harassment, Intimidation and Bullying (HIB Coordinator. The Job description for Director of Special Services was modified to include the duties of HIB coordinator.

ROLL CALL

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

Motion carried

Motion by Dunn, seconded by Lozada-Shaw and unanimously carried (10-0) to adjourn the meeting at 8:24p.m.

**NEXT PUBLIC SESSION**

Regular Meeting – Thursday, June 18, 2015 - 7:00 PM

All meetings will be held in the Paulsboro High School Library

• The Board will take official action at the regular meeting. And can take action at the special meetings.

• All meetings are open to the public and comments will be solicited from citizens in attendance.

Respectfully submitted,



Business Administrator/Board Secretary