**PAULSBORO BOARD OF EDUCATION**

**REORGANIZATION MEETING**

Thursday, January 8, 2015

**BOARD SECRETARY PRESIDES**

The newly elected and re-elected members of the Paulsboro Board of Education were sworn in by Jennifer Johnson, Board Secretary.

Barbara Dunn 3 Year term newly elected

Joseph L. Lisa 3 Year term re-elected

Paula L. Giampola 3 Year term re-elected

Irma Stevenson 2 Year term unexpired

John Hughes Greenwich Township Representative

The Reorganization Meeting of the Paulsboro Board of Education was called to order on the above date at approximately 7:16 PM by the Board Secretary, Jennifer Johnson, reading the following statement:

“As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to the South Jersey Times, the Borough Clerk, and posted in the Borough Hall. As Board Secretary I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education.” The Pledge of Allegiance was then recited by all.

A roll call of the members was then taken with the following members present:, Greenwich Township Representative John Hughes (arrived 7:45pm), Ms. Bonnie Eastlack, Mrs. Paula Giampola, Mr. Marvin E. Hamilton Sr, Mr. Joseph L. Lisa, Mrs. Lisa Lozada-Shaw, Mr. Thomas C. Ridinger, Mrs. Irma Stevenson and Mr. James J. Walter II. Also present were Dr. Walter Quint, Superintendent, Ms. Jennifer Johnson, Business Administrator/Board Secretary, and student representative, Tahje Thomas.

**NOMINATIONS**

The Board Secretary requested nominations for the office of President of the Paulsboro Board of Education.

Motion made by Stevenson, seconded by Hamilton to nominate Mr. Thomas C. Ridinger as President. The Board Secretary asked if there were any other nominations. With no other nominations, the Board Secretary closed nominations and a roll call vote was taken.

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

Motion carried

**BOARD PRESIDENT PRESIDES**

Mr. Ridinger accepted the President Chair and requested nominations for the office of Vice President of the Paulsboro Board of Education.

Motion made by Stevenson, seconded by Dunn to nominate Ms. Eastlack as Vice President. The Board President asked if there were any other nominations. With no other nominations, the Board Secretary closed nominations and a roll call vote was taken.

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

Motion carried

Ms. Eastlack accepted the Vice President Chair and thanked her fellow members for their support again as Vice President. And again for their support over the several months she was out of state taking care of her brother.

**REGULAR MEETING**

Motion by Giampola, seconded by Lozada-Shaw to approve Interim Superintendents recommendation G:

1. Adopt Board of Education Reorganization items that are in effect from January 6, 2015 until the Board of Education again reorganizes during January 2016.
   1. Policies, By-Laws, and Rules & Regulations of the previous Board of Education.
   2. New Jersey School Boards Association (NJSBA) Code of Ethics.

Informational: NJSBA recommends that the Board of Education annually review

and adopt a “Code of Ethics.” (**Attachment**)

* 1. Adopt the written curriculum for all programs and courses offered by the Paulsboro Public Schools.

Informational: Courses of study are available for review by appointment with the

Director of Assessment or Interim Superintendent.

* 1. Adopt the *South Jersey Times*, and/or the *Courier Post*, and/or *Paulsboro Board of Education Website* for Legal Notices.
  2. Recognize the Paulsboro Education Association and Paulsboro Administrators Association as the bargaining units within the Paulsboro Public Schools.

*ROLL CALL*

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, , Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mr. Hughes, the Greenwich Township Representative ABSENT.

Motion carried

Motion by Giampola, seconded by Lozada-Shaw to approve Interim Superintendents recommendation H:

1. Confirm Board of Education Business Reorganization items that are currently in effect (as approved by the Board of Education on June 30, 2014) and will remain so through June 30, 2015.

Informational: At its June 30, 2014 meeting, the previous Board of Education took all of the required actions and made the required appointments for school business for the period July 1, 2014 – June 30, 2015. If passed, this recommendation confirms these actions until June 30, 2015. This approach provides time for newly seated members of the Board of Education to participate in the process of selecting professionals and taking other required actions before they must vote on these important matters. This procedure also places the actions and appointments on the same cycle as the school budget from July 1 – June 30.

1. Adopt the following dates, times and location for meetings of the Board of Education:

July 17, 2014 January 8, 2015 (Reorganization)

August 28, 2014 January 22, 2015

September 25, 2014 February 19, 2015

October 30, 2014 March 26, 2015

November 20, 2014 April 30, 2015

December 18, 2014 May 28, 2015

June 18, 2015

The May 28, 2015 meeting will begin at 7:30 PM following the Teacher Recognition

Program. All other meetings begin at 7:00 PM. Meetings are held in the Paulsboro High

School Library.

1. Appoint Jennifer Johnson to the position of Business Administrator/Secretary to the Board of Education for the 2014-2015 school year.
2. Appoint Jennifer Johnson as the Qualified District Purchasing Agent from July 1, 2014 through June 30, 2015. There is no additional compensation for this position.
3. Adopt pursuant to N.J.S.A. 18A:18A-3 and Local Finance Notice #2011-16 Paulsboro Board of Education bid threshold in the amount of $36,000 and quote threshold in the amount of $5,400.

Informational: The recommended bid and quote limits are set at these higher levels because Business Administrator/Secretary to the Board of Education Jennifer Johnson is a Qualified District Purchasing Agent.

Note: The above thresholds are maximum amounts. If it seems appropriate in given situations the administration does establish lower thresholds to obtain bids and quotes in order to obtain the best possible pricing.

1. Authorize Business Administrator/Secretary to the Board of Education Jennifer Johnson in consultation with the Interim Superintendent of Schools to:
   * 1. Award contracts up to the bid/quote threshold.
     2. Use state contracts for purchasing goods and services.
     3. Authorize the payment of bills when necessary between meetings of the Board of

Education then include them on the subsequent bill list for approval.

1. Adopt resolutions authorizing reappointment of district officials for the 2014-2015 school year:

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional/Firm** | **Position** | **Salary**  **2013-2014** | **Salary**  **2014-2015** |
| Philipp Duvilla | School Board Solicitor | $115/hour  $2,200 retainer | $115/hour  $2,200 retainer |
| Horizon Environmental  Group, Inc. | AHERA-Asbestos Hazard  Emergency Response Act | $1,200 | $1,200 |
| Holman & Frenia, P.C. | School Auditor | $19,300 | $19,800 |
| Garrison Architects  (Contracted as needed) | Architect | Cost per project | Cost per project |

1. Adopt resolutions authorizing reappointment of district insurance brokers of record for the

2014-2015 school year. There is no direct cost to the Board of Education.

|  |  |
| --- | --- |
| **Professional/Firm** | **Position** |
| Steven Anuszewski | Health and Student Accident Insurance Broker of Record |
| Barclay Group | Property, Auto, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability Insurance Broker of Record |
| AFLAC via Take Care by Wage Works | Employee Flexible Spending Account Broker of Record. |

1. Authorize a joint purchasing resolution with the Board of Education of the Township of Pittsgrove for the purchase of paper, materials, and supplies on a regular basis during 2014-2015 in accordance with N.J.S.A.18A:18A-11 which authorizes joint purchasing by educational districts.
2. Authorize an agreement for a Bidding/Purchasing Program with Educational Data Services, Inc. of Saddle Brook, New Jersey and the New Jersey Cooperative Bidding Program for the fee of $1,990 for time and material purchases.
3. Authorize an agreement for a Bidding/Purchasing Program with Educational Data Services, Inc. of Saddle Brook, New Jersey and the New Jersey Cooperative Bidding Program for the fee of $5,200 for instructional supplies.
4. Approve School Alliance Insurance Fund (SAIF) as the insurance carrier for property, liability, workman’s compensation, pollution, professional liability and casualty insurance for the 2014-2015 school year. The approval also includes insurance premiums for the 2014-2015 school year as follows:

|  |  |  |
| --- | --- | --- |
| **Policy** | **Rate for 2013-2014** | **Rate for 2014-2015** |
| Property (including Auto PD), Boiler and Machinery and Crime | $256,975 | $273,348 |
| General and Auto Liability ($20,000,000) | Included | Included |
| Workers Compensation | $192,390 | $204,531 |
| Workers Compensation Supplemental | $8,805 | $9,225 |
| Pollution (SAIF) | Included | Included |
| Professional Liability ($20,000,000) | $28,793 | $28,408 |
| Total Package | $486,963  (This amount reflects the return of surplus) | $515,543  (This amount will be reduced when the return of surplus is calculated) |

12. Appoint the following district officials to perform additional duties during the 2014-2015 school year. There is no additional compensation for these duties.

1. Paulsboro Senior High School Principal Paul Morina to issue working papers.
2. Director of Special Services John Giovannitti as Affirmative Action Officer.
3. Director of Special Services John Giovannitti as Title IX Coordinator.
4. Director of Special Services John Giovannitti as Section 504 Compliance Officer.
5. Director of Special Services John Giovannitti as Americans with Disabilities Act

(ADA) Coordinator.

1. Director of Special Services John Giovannitti as Homeless Liaison.
2. Secretary to the Business Administrator/Secretary to the Board of Education Deborah Kappra as Treasurer of School Monies.
3. School Social Worker Claudia Vanderslice as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
4. Interim Superintendent of Schools Walter Quint as the authorized representative for state and federal projects.
5. Supervisor of Support Staff Jack Henderson as the Paulsboro Safety Coordinator.
6. Supervisor of Support Staff Jack Henderson as the Integrated Pest Management Coordinator.
7. Supervisor of Support Staff Jack Henderson as the District Asbestos Hazard Emergency Response Officer.
8. Supervisor of Support Staff Jack Henderson as the Right to Know Designated Person.
9. Supervisor of Support Staff Jack Henderson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
10. School Business Administrator, Ms. Jennifer Johnson, as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002.
11. School Business Administrator, Jennifer Johnson, as the Public Agency Compliance Officer (PACO).
12. Secretary to the Business Administrator/Secretary to the Board of Education Deborah Kappra and the Bookkeeper, Payroll and Business Secretary Lisa Capasso as Substitute Custodians of Records to act in the absence of the School Business Administrator.

Informational: The Open Public Records Act is a major update to the Right-To-Know Law, N.J.S.A. 47:1A-1et seq. Government records must be readily accessible for inspection, copying or examination by the public, with certain exceptions. Under the new law, requests must be in writing and on a form provided by the district. The requested records must be made available within seven business days.

1. Interim Superintendent of Schools Walter Quint, as the custodian of records for both student and personnel records.

Informational: This appointment is required under the New Jersey Open Public Records Act (OPRA) N.J.S.A. 47A:1A-1.

13. Adopt the following resolution for Depository of School Monies for the 2014-2015

school year.

BE IT RESOLVED: that the Colonial Bank be named and designated as the depository of school funds of the Board of Education of the Borough of Paulsboro. A copy of this

resolution will be sent to the School Treasurer, the Colonial Bank and to any other interested parties on request.

14. Adoption of the following resolution for petty cash accounts for the 2014-2015 school

year.

BE IT RESOLVED: As required by NJSA 18A:19-13, the Paulsboro Board of Education establish the following petty cash funds for the 2014-2015 school year. All accounts will be reported upon monthly.

**(Note 4) Maximum Fund**

**Name Person Responsible Balance**

Billingsport School Paul Bracciante $ 100

Loudenslager School Phillip Neff $ 100

Paulsboro High School Paul Morina $ 200 Note 1

Paulsboro Junior High School Mildred Tolbert $ 100 Note 2

Central Offices Jennifer Johnson $ 300 Note 3

Note 1: Increased by $25 compared to 2013-2014.

Note 2: This is a new account as a result of establishing Paulsboro Junior High School.

Note 3: This combines the Central Offices, Child Study Team Office and Curriculum Office into one account. The amount of petty cash in the Administration Building was reduced from $480 to $300. The goal is to use the petty cash fund less frequently and utilize the Purchase Order process in more cases.

Note 4: No single petty cash transaction may be larger the $50.

*ROLL CALL*

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, , Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mr. Hughes, the Greenwich Township Representative ABSENT.

Motion carried

**PUBLIC COMMENT**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

Motion by Walter, seconded by Dunn to conduct special meeting of the Board of Education on January 13, 2015 and January 20, 2015 for the purpose of interviewing candidates for the Superintendent of Schools position open. The meetings will be held in the Paulsboro High School Library at 7pm. The interviews will be held in closed session and not open to the public.

*ROLL CALL*

Roll Call Vote: Mrs. Dunn, Ms. Eastlack, Mrs. Giampola, Mrs. Lozada-Shaw, Mr. Hamilton, Mr. Lisa, , Mr. Ridinger, Mrs. Stevenson, and Mr. Walter voting 9 YES; Mr. Hughes, the Greenwich Township Representative ABSENT.

Motion carried

**PRESENTATION**

Presentation about projects included in the Special Election to be conducted on Tuesday, January 27, 2015 by the Interim Superintendent, Dr. Walter Quint.

Questions and answers were conducted concluding the presentation.

**NEXT PUBLIC MEETING**

Regular Meeting - Thursday, January 22, 2015 – 7:00 p.m. Paulsboro High School Auditorium.

* + - 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.

Special Meeting - Thursday, January 13, 2015 –- to interview candidates for Superintendent.

Special Meeting - Thursday, January 20, 2015 –- to interview candidates for Superintendent

* + - The Board may take official action at this meeting.
    - 7:00pm at the Paulsboro High School Library.

Motion made by Dunn, seconded by Walter and unanimously carried (9-0) to adjourn the meeting at 8:15p.m.

Respectfully submitted,



Business Administrator/Board Secretary