**PAULSBORO PUBLIC SCHOOLS**

**June 18, 2015**

**MINUTES**

**REGULAR MEETING**

A Regular Meeting of the Paulsboro Board of Education was called to order on the above date by Mr. Lisa, Senior Member, 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 Senior Member I, therefore, declare this to be a legal meeting of the Paulsboro Board of Education”. Meeting was called to order at approximately 7:00p.m.by pledging allegiance to the flag with the following members present: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter. Mr. Hughes, Greenwich Township Representative, Ms. Eastlack, Mrs. Giampola, and Mr. Ridinger were absent. Also present were Dr. Quint, Interim Superintendent and Ms. Johnson, Business Administrator/Board Secretary.

**PRESENTATIONS**

Presentation of Student of the Month Awards for May 2015

Billingsport Early Childhood Center Loudenslager Elementary School

Hailey Goss Samantha Serrano Samaura Smith

Paulsboro Junior High School Paulsboro Senior High School

George Carney Grade 9 Grade 10

Wayne Corson Samuel McFadden Edlisha Pernell

Nasir Moore

Noe Perez Grade 11 Grade 12

Nicholas DiPietro Eric Holloway

Presentation of a resolution honoring Student Board of Education Member Tahje Thomas for his selection by popular demand as a citizen who is making a positive change in his community. The Board of Education adopted this resolution on May 7, 2015. As part of the celebration of Black History Month, the *South Jersey Times* conducted an online poll in order to identify those people who make a positive difference in their communities. Mr. Thomas was not only the youngest person to be nominated but also the top vote getter.

Presentation of an Honorary Paulsboro High School Diploma to outgoing Interim Director of Athletics Robert Mannino. The Board of Education approved this action at its May 28, 2015 meeting.

**PUBLIC COMMENTS**

None

Interim Superintendent Quint recognized Dr Laurie Bandlow, the final candidate for Superintendent of Schools and thanked her for joining the Board of Education this evening.

**CORRESPONDENCE**

Motion by Hamilton, seconded by Stevenson and unanimously approved (6-0) to approve item 1 and 2:

1. Note from Paulsboro High School Guidance Counselor Vincent Giovannitti expressing thanks to the Board of Education for being recognized for 25 years of service at the May 28, 2015 meeting.
2. Note from Paulsboro High School Student Assistance Counselor expressing thanks to the Board of Education for being recognized as the Governor’s Educational Services Professional of the Year for Paulsboro High School.

**REORGANIZATION OF THE BOARD OF EDUCATION**

Motion by Lozada-Shaw, seconded by Hamilton and unanimously approved (6-0) to approve item 1 - 20:

1. Informational: The Board of Education adopted its 2015-2016 Meeting Calendar on May 7, 2015. A copy of the calendar is attached. (**Attachment**)

2. Appoint Jennifer Johnson to the position of Business Administrator/Secretary to the

Board of Education with the same terms and conditions of employment that

existed for the period July 1, 2014 - June 30, 2015.

Informational: The Executive County Business Administrator must approve the “Detailed Statement of Contract Costs” for this position before the Board of Education may act on it. The “Statement” submitted to the Executive County Business Administrator includes a 2.0% salary increase. Assuming that the Executive County Business Administrator has given approval, Ms. Johnson’s contract will be placed before the Board of Education for consideration at its July 2015 meeting. Any changes to the contract can be made retroactive to July 1, 2015.

1. Appoint Jennifer Johnson as the Qualified District Purchasing Agent from July 1, 2015 through June 30, 2016. There is no additional compensation for this position.
2. 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:

a. Award contracts up to the bid/quote threshold.

b. Use state contracts for purchasing goods and services.

c. 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 2015-2016 school year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional/Firm** | **Position** | **Salary**  **2013-2014** | **Salary**  **2014-2015** | **Salary**  **2015-2016** |
| Philipp Duvilla | School Board Solicitor | $115/hour  $2,200 retainer | $115/hour  $2,200 retainer | $120/hour  $2,200 retainer |
| Horizon Environmental  Group, Inc. | AHERA-Asbestos Hazard  Emergency Response Act | $1,200 | $1,200 | $1,200 |
| Holman & Frenia, P.C. | School Auditor | $19,300 | $19,800 | $20,400 Plus $4,000 for ROD |
| Garrison Architects  (Contracted as needed) | Architect | Cost per project | Cost per project | Cost per project |

1. Adopt resolutions authorizing reappointment of district insurance brokers of record for the 2015-2016 school year.

|  |  |
| --- | --- |
| **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. The New Jersey School Boards Association (NJSBA) requires each Board of Education to appoint a Delegate, Alternate Delegate, Legislative Chairperson and a Representative to the Gloucester County School Boards Association. These appointments are made by the President of the Paulsboro Board of Education. It would be appropriate at this time to appoint these representatives through June 2016.

Position Current Representative

Delegate Joseph Lisa

Legislative Chairperson Joseph Lisa

Alternate Delegate Vacant

Representative to Gloucester County School Boards Association James Walter

1. BE IT RESOLVED: To approve a professional service agreement and contract between the Paulsboro Board of Education and Anthony Villare, MD from July 1, 2015 through June 30, 2016 as School Physician as per the attached agreement in the amount of $25,500 plus reimbursables for 10 panel drug tests, PPD tests and Hepatitis B injections. **(Attachment**)

Informational: Dr. Villare also served as School Physician during the 2014-2015 school year. The above recommendation includes a 2% increase in his fee.

1. Authorize a joint purchasing resolution with the Board of Education of the Township of Pittsgrove for the purchase of paper, materials, and supplies during 2015-2016 in accordance with N.J.S.A.18A:18A-11 which authorizes joint purchasing by educational districts.

11. Authorize a joint purchasing agreement for custodial and janitorial supplies as allowed by N.J.S.A 18A:18A-11 between the Paulsboro Board of Education and Delsea Regional High School District Board of Education for the period July 1, 2015 – June 30, 2016. There is no cost to the Board of Education.

Informational: Joint purchasing agreements allow participating school districts to obtain better pricing by seeking bids and quotes for larger quantities of supplies. The staff of Delsea Regional High School District will prepare the quotations, specifications and bid documents as well as supervise the bid/quote process. Each school will pay the vendor directly for the supplies it ordered.

12. Adopt a resolution for Paulsboro Public Schools to enter into a cooperative pricing agreement with Hunterdon County Educational Services Commission (HCESC) in accordance with NJSA 40A:11-11(5). There is no cost to the Board of Education.

Informational:  The purpose of entering into the cooperative pricing agreement is to facilitate the purchasing of technology supplies and accessories, health and sports medical supplies, furniture, science supplies, etc.

1. Adopt a resolution for the Paulsboro Public Schools to enter into a Cooperative Pricing System Agreement with Middlesex Regional Educational Services Commission (MRESC) in accordance with NJSA 40A:11-11(5). There is no cost to the Paulsboro Board of Education.

Informational: The purpose of entering into the Cooperative Pricing System Agreement is to facilitate the purchase of certain technology and other equipment needed for the schools. The MRESC routinely seek bids for equipment. As a member of the cooperative pricing agreement, the Paulsboro Board of Education may purchase materials without the expense or time required to obtain bids independently. MRESC can obtain the best possible price if its membership is as large as possible.

14. Recommend approval to participate in the following services provided by the Gloucester County Special Services School District (GCSSSD) for Guardian Angels Elementary School.

a. Nursing Services funded through Nonpublic Funds

b. Textbook Services funded through Nonpublic Funds

c. Technology Services funded through Nonpublic Funds

d. Auxiliary Services funded through Chapter 192/Chapter 193

e. One to One aide services funding through IDEA Basic

Informational: There is a 5% fee charged to the Paulsboro Public Schools for the Technology Services. The fees charged for the other services are taken from the allocations itself.

1. 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.
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 $5,200 for instructional supplies.
3. Approve School Alliance Insurance Fund (SAIF) as the insurance carrier for property, liability, workman’s compensation, pollution, professional liability and casualty insurance for the 2015-2016 school year. The approval also includes insurance premiums for the 2015-2016 school year as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy** | **Rate for 2013-2014** | **Rate for 2014-2015** | **Rate for 2015-2016** |
| Property (including Auto Physical Damage), Boiler and Machinery and Crime | $256,975 | $273,348 | $288,445 |
| General and Auto Liability ($20,000,000) | Included | Included | Included |
| Workers Compensation | $192,390 | $204,531 | $220,509 |
| Workers Compensation Supplemental | $8,805 | $9,225 | $8,645 |
| Pollution (SAIF) | Included | Included | Included |
| Professional Liability ($20,000,000) | $28,793 | $28,408 | $28,537 |
| 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) | $546,136  (This amount will be reduced when the return of surplus is calculated) |

1. Appoint the following district officials to perform additional duties during the 2015-2016 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.

* 1. Director of Special Services John Giovannitti as Title IX Coordinator.
  2. Director of Special Services John Giovannitti as Section 504 Compliance Officer.

* 1. Director of Special Services John Giovannitti as Americans with Disabilities Act (ADA) Coordinator.
  2. Director of Special Services John Giovannitti as Homeless Liaison.
  3. Secretary Deborah Kappra as Treasurer of School Monies.
  4. Director of Special Services John Giovannitti as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
  5. Interim Superintendent of Schools Walter Quint as the authorized representative for state and federal projects.
  6. Director of Special Services John Giovannitti and Director of Assessment Lucia Pollino as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000. Each person serves as the UGG Accountability Officer for the programs for which they are responsible.

* 1. Supervisor of Support Staff Jack Henderson as the Paulsboro Safety Coordinator.
  2. Appoint Jack Henderson as the district Asbestos Hazard Emergency Response Officer.
  3. Supervisor of Support Staff Jack Henderson as the Integrated Pest Management Coordinator.

* 1. Supervisor of Support Staff Jack Henderson and Business Administrator/Secretary to the Board Jennifer Johnson as the Right to Know Designated Person.
  2. Supervisor of Support Staff Jack Henderson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
  3. School Business Administrator Ms. Jennifer Johnson as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002.
  4. School Business Administrator Jennifer Johnson as the Public Agency Compliance Officer (PACO).
  5. 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) NJSA 47A:1A-1.

1. Adopt the following resolution for Depository of School Monies for the 2015-2016 school year.

BE IT RESOLVED: that the CAPE 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 CAPE Bank and to any other interested

parties on request.

1. Adoption of the following resolution for petty cash accounts for the 2015-2016 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 2015-2016 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 $ 400 Note 3

Business/Superintendent Jennifer Johnson/Walter Quint $1,000 Note 5

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.

Note 5: This checking account is maintained in the Central Office in order to disperse funds on an emergency basis. Two

original signatures are required on each check.

1. Report of the Student Member of the Board of Education - none
2. Old Business
3. Search for a New Superintendent of Schools

On June 11, 2015, the Board of Education conducted an interview of the finalist for the

position of Superintendent of School.

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.

3. School Construction Projects

a. On June 2, 2015, the New Jersey School Development Authority (NJSDA) issued the “Execution Letters” for Phase One of the projects approved in the Special Election on January 27, 2015. This is the next to the last step in the approval process.

b. On June 2, 2015, School Attorney presented his “Opinion Letter” to NJSDA. This letter is for the shared services agreement between the Paulsboro Public Schools and South Jersey Technology Partners (SJTP). Construction may begin as soon as the attorney for NJSDA approves Mr. Duvilla’s letter.

c. On June 10, 2015, NJSDA notified the Interim Superintendent that the “Opinion Letter” was approved and construction may commence.

d. A preconstruction meeting is scheduled for Monday, June 15, 2015.

1. New Business

Motion by Lozada-Shaw, seconded by Stevenson and unanimously approved (6-0) to approve item 1.

1. Awarding of Diploma – Deborah Smith (nee Bundens)

Deborah Smith was a member of the Paulsboro High School Class of 1965. She opted to attend Elizabethtown College during her senior year rather than complete her high school education. She was too young to earn a GED but went on to graduate from college. Her career included serving in the White House under President Ronald Reagan. She has always dreamed of graduating from Paulsboro High School.

The Interim Superintendent respectfully suggests that the Board of Education award her a Paulsboro High School diploma. The diploma will be presented at the annual banquet of the Paulsboro High School Golden Anniversary Club.

2. New Jersey School Boards Association – Workshop 2015

The annual convention of the New Jersey School Boards Association will take place in Atlantic City, New Jersey beginning on Tuesday, October 27, 2015 through Thursday, October 29, 2015. Board of Education members who plan to attend the convention should contact Secretary to the Board of Education Jennifer Johnson as soon as possible so that appropriate approvals and reservations can be made.

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

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

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

Special Meeting - May 20, 2015

Executive Session - May 20, 2015

Regular Meeting - May 28, 2015

1. Adoption of the Tax Resolution

1. BE IT RESOLVED, that the amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2015-2016 school year is $5,593,986 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys the following amounts within thirty days of the “Date” so noted in accordance with the statutes relating thereto:

**Date** **Current**

July 31, 2015 $ 466,165.50

August 31, 2015 $ 466,165.50

September 30, 2015 $ 466,165.50

October 30, 2015 $ 466,165.50

November 30, 2015 $ 466,165.50

December 30, 2015 $ 466,165.50

January 29, 2016 $ 466,165.50

February 26, 2016 $ 466,165.50

March 31, 2016 $ 466,165.50

April 29, 2016 $ 466,165.50

May 31, 2016 $ 466,165.50

June 30, 2016 $ 466,165.50

$ 5,593,986.00

2. BE IT FURTHER RESOLVED, that the amount of district taxes to meet all interest and debt redemption charges for the 2015-2016 school year is $196,165 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys the following amounts within thirty days of the “Date” so noted in accordance with the statutes relating thereto.

**Date** **Debt**

July 31, 2015 $ 16,347.12

August 31, 2015 $ 16,347.08

September 30, 2015 $ 16,347.08

October 30, 2015 $ 16,347.08

November 30, 2015 $ 16,347.08

December 30, 2015 $ 16,347.08

January 29, 2016 $ 16,347.08

February 26, 2016 $ 16,347.08

March 31, 2016 $ 16,347.08

April 29, 2016 $ 16,347.08

May 31, 2016 $ 16,347.08

June 30, 2016 $ 16,347.08

$ 196,165.00

1. Recommend approval of the budget transfers.

| From Account | From Description | To Account | | To Description | | Amount |
| --- | --- | --- | --- | --- | --- | --- |
| Reallocate Department Budget | | | | | | |
| 11-000-262-420-02 | Undistributed Custodial Services Cleaning/Repair/Main | 11-000-262-420-01 | Undistributed Custodial Services Cleaning/Repair/Main | | $7,200.00 | |
| Reallocate Department Budget | | | | | | |
| 11-000-263-420-01 | Undistributed Care/Upkeep Grounds Cleaning/Repair/Main | 11-000-263-610 | Undistributed Care/Upkeep Grounds General Supplies | | $ 8.30 | |

1. Recommend approval of the Cash Receipts Report – May 2015 **(Attachment)**
2. Recommend payment of bills that are duly signed and authorized. **(Attachment)**
3. Reports of Secretary to Board of Education – May 2015



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

1. Recommend adoption of the following resolution:

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, we, the members of the Paulsboro Board of Education, certify that as of May 31, 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 May 31, 2015.



 Thursday, June 18, 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 May 31, 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, June 18, 2015

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa , Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

**REPORT OF THE SUPERINTENDENT**

1. **PERSONNEL**

Motion by Lozada-Shaw, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-FF except O:

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 appointment of Kenneth Ridinger to the position of Attendance Officer effective July 1, 2015 through June 30, 2016. He will earn $11,518 per year.

Informational: The recommendation includes a 2.0% salary increase.  During the 2014-2015 school year the position of Attendance Officer was changed from a 10 month to a 12 month per year position.

1. Recommend approval of the following tenure contracts and salaries for Paulsboro High School administrators, Director of Assessment, and Director of Special Services for the 2014-2015 and 2015-2016 school years.  Salaries are as per the agreement with the Paulsboro Administrators Association (PAA). Approval of this recommendation also ratifies the salary guide for the PAA retroactively to July 1, 2014 until June 30, 2017.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
| 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.

Informational:  The agreement between the Paulsboro Board of Education and Paulsboro

Administration Association (PAA) expired on June 30, 2014. On May 7, 2015, the Board of Education ratified a new agreement with the PAA which extends from July 1, 2014 – June 30, 2017.

1. Recommend approval to accept the resignation of Instructional Aide Joseph Dreger effective July 1, 2015.

Informational: Mr. Dreger served the Paulsboro Public Schools for 10 years.

1. Recommend approval to accept the resignation of Instructional Aide Vince Jones effective at the close of business on June 23, 2015.

Informational: Mr. Jones served the Paulsboro Public Schools for 4 years.

1. Recommend approval of a medical leave of absence for Computer Technician Charlie Brown with the following terms and conditions:

Dates of Leave Terms and Conditions of the Leave

Wednesday, May 27, 2015 - With pay and benefits by use of

Friday, June 12, 2015 accumulated sick leave and vacation

as well as the concurrent use of Federal

Family Leave.

1. Recommend approval to grant the Interim Superintendent authority to issue letters of intent to hire staff members as needed prior to the Monday, August 24, 2015 meeting of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Interim Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Board of Education would be obligated to approve these appointments. The Interim Superintendent will only use letters of intent when absolutely necessary. During the summer, employees frequently resign or retire. They must be replaced quickly so that the schools are fully staffed for the beginning of the new term in September 2015.

1. Recommend approval to rescind the contract offered to Nicole Beaman to teach English during the 2015 Paulsboro High School Summer School.

Informational: Ms. Beaman is unable to accept this position. The appointment was made on May 28, 2015.

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) |
| Amber McCullugh | English 9  English 10 |
| Amanda Dixon | Junior High School Mathematics |

Informational:  The Board of Education approved this program at the May 7, 2015 meeting and teachers at the May 28, 2015 meeting. The teachers recommended above complete the staff for Summer School. Ms. McCullugh replaces Ms. Beaman who was unable to accept this position.

1. Recommend approval to adopt the attached 2015-2016 Holiday Calendar. **(Attachment)**

Informational: The calendar is based on the agreements between the Board of Education and Paulsboro Education Association and Paulsboro Administrators Association. The holidays were established in consultation with representatives of the unions. The holidays listed for the Offices of the Superintendent of Schools and Business Administrator/Secretary to the Board of Education are the same as provided during the 2014-2015 school year.

1. Recommend appointment of Paulsboro Junior High School Teacher Susan Schaffer to the position of Website Content Administrator for the 2015-2016 school year at a salary of $3,300.

Informational: The position of Website Content Administrator has ongoing duties to receive recommended content, rewrite/write content, edit content, etc. then upload the materials to the websites. Ms. Schaffer held this position since its creation during the 2013-2014 school year.

1. Recommend appointment of the following teachers to co-curricular and class advisor positions at Paulsboro High School for the 2015-2016 school year. Stipends are as per agreement with the Paulsboro Education Association.

|  |  |  |
| --- | --- | --- |
| **Position** | **Advisor** | **2015-2016**  **Salary**  **(in $)** |
| A.V. Coordinator | Michael Calabrese | 2,812 |
| Assistant Band Director | Wendy Stocker | 2,170 |
| Band Director | Jenna Ouellette | 5,498 |
| Choral Director | Aaron Krasting | 1,579 |
| Jazz Band Director | Wendy Stocker | 1,984 |
| 9th Grade Advisor | Amy Bria | 1,535 |
| 10th Grade Advisor | Stephanie Taraschi | 1,535 |
| 11th Grade Advisor | Andrea Lilley | 2,453 |
| Senior Class Fund Raiser Advisor (Note 3) | Monica Garner | 1,071 |
| 12th Grade Advisor | Brenda Caltabiano | 2,594 |
| Gallery Advisor | Wendy Stocker | 410 |
| Key Club (Note 2) | Paige Foulk | 1,000 |
| National Honor Society Advisor | Gina Morina | 2,004 |
| National Jr. Honor Society Advisor | Jean Brown | 2,004 |
| Newspaper Advisor (*Paulsentinel*) | Vacant | 1,569 |
| Play Director | Barbara Thomson | 6,737 |
| Assistant Play Director | Matthew Phillips | 2,219 |
| Play Business Advisor (Note 1) | Susan Schaffer | 339 |
| Student Council Advisor | Margaret LaDue  Christine O’Malley | 1,061  1,061 |
| Yearbook Advisor | Gina Morina | 2,589 |
| Yearbook Business Advisor | Patricia DellaVecchia | 1,658 |
| Stage & Set Crew Advisor | Margaret LaDue  Steve Smeresky | 2,154  2,154 |
| S.U.R.E.-Students United for Respect and Equality | Margaret LaDue | 851 |
| School Supply Room (Note 2) | Patricia DellaVecchia | 500 |

Informational: The same people held these positions during the 2014-2015 school year.

Note 1: Advisor earns the stipend listed plus 10% of revenues from advertisement book

as per agreement with the Paulsboro Education Association.

Note 2: These positions are not part of the agreement with the Paulsboro Education

Association.

Note 3: These stipends are paid from the profits of the fundraising activities as per

agreement with the Paulsboro Education Association.

1. Recommend approval for Paulsboro High School Teachers Clara Davis and Mark Vogeding to serve as Breakfast Monitors during the 2015-2016 school year at a rate of $20 per day for 181 days per year. Account Number 11-000-262-107-01-004
2. Recommend approval for the following custodians to hang their boiler licenses for the 2015-2016 school year with a stipend of $694 as per agreement with the Paulsboro Education Association.

Account Number 11-000-262-110-997

Jack Henderson Patrick Relation Earl McEwen Bradford Johnson Howard Camp Adam Miskiewicz

John Ponter Cindy Anderson

1. Recommend approval of the following pay rates for substitutes during the 2015-2016 school year:

**Substitute Category 2015-2016**

Custodians

Regular $ 8.38

After 10 years service $10.00

Cafeteria Workers $ 8.38

Classroom and Playground/Cafeteria Aides $ 8.38

Bus Drivers $12.00

Teachers

Daily rates $80/day

After 10 consecutive days in the same position $85/day

After 20 consecutive days in the same position $90/day

Informational: The rate of $8.38 per hour is the minimum wage in New Jersey which increased from $8.25 per hour. Other than changing the minimum wage all other rates remain unchanged from the 2014-2015 school year. The Interim Superintendent anticipates making a recommendation to increase the rate paid to substitute teachers. This recommendation will be forthcoming in July.

1. Recommend approval of summer bus drivers and bus aides on an as needed basis:

Account Number 11-000-270-161-000-03 Bus Drivers; Account Number 1-000-270-107-000-03 Bus Aides

**Bus Drivers Bus Aides – $9.91/hour**

Donna Alestra - $21.11/hour Nancy O'Brien

Marie Polimeni $21.11/hour

Adam Miskiewicz $20.81/hour **Substitute Bus Aide - $9.00/hour**

Howard Camp $20.81/hour Romell Martin

Informational: These are the same people and rates as during the 2014-2015 school year.

1. Recommend approval of the following tenure contracts and salaries for administrators serving students in grades preschool – eight for the 2014-2015 and 2015-2016 school years. Salaries are as per the agreement with the Paulsboro Administrators Association (PAA). Approval of this recommendation also ratifies the salary guide for the PAA retroactively to July 1, 2014 until June 30, 2017.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position | Administrator | 2013-2014 | 2014-2015  2.0% Increase | 2015-2016  2.0% Increase | 2016-2017  2.5% Increase |
| 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 |

Informational: The agreement between the Paulsboro Board of Education and Paulsboro

Administration Association (PAA) expired on June 30, 2014. On May 7, 2015, the Board of Education ratified a new agreement with the PAA which extends from July 1, 2014 until June 30, 2017.

1. Recommend approval for Elementary School Teacher Michael Peek and Paulsboro High School Teacher Clara Davis to provide English Language Learner (ELL) services for the 2015-2016 school year. Teachers will earn $32 per hour. Each student is entitled to 2 hours of service per week. In most cases, instruction is provided in small groups.

Informational: Mr. Peek and Ms. Davis provide the mandated English Language Learner (ELL) tutoring for students with Limited English Proficiency. During September 2015, the initials of the students receiving ELL services will be presented to the Board of Education for record keeping purposes.

1. Recommend approval of the voluntary transfer of Gina Mariano from the position of Teacher of Science Grades 7 and 8 to the position of Teacher of Grade Five at Loudenslager Elementary School effective July 1, 2015.

Informational: This transfer was reviewed by and agreed to in advance with Loudenslager Elementary School Principal Phillip Neff and Paulsboro Junior High School Principal Mildred Tolbert. Ms. Mariano replaces Maryann Ridinger who is retiring effective July 1, 2015.

1. Recommend approval of the voluntary transfer of Eileen Russell from the position of Teacher of the 4-year old Preschool Disabled class to Teacher of 4-year old Preschool General Education class effective July 1, 2015. Both positions are at the Billingsport Early Childhood Center.
2. Recommend approval of the voluntary reassignment of Marie Lexa from Instructional Aide in the 4-year old Preschool Disabled class to Instructional Aide in the 4-year old Preschool General Education class effective July 1, 2015. Both positions are at the Billingsport Early Childhood Center.

Informational U and V: As part of the Preschool Expansion Grant an additional section of 4-year old Preschool General Education was created for the 2015-2016 school year. At the same time the 4-year old Preschool Disabled class was merged with the 3-year old Preschool Disabled class. This required the above reassignments. Billingsport Early Childhood Center Principal Paul Bracciante had input in the recommended transfers.

1. Recommend approval of the voluntary reassignment of Kimberly Katelhon from the position of Teacher of the 3-year old Preschool Disabled class to Teacher of the 3 and 4-year old Preschool Disabled class effective July 1, 2015.

Informational: The newly created 3 and 4-year old Preschool Disabled class will be served by two Instructional Aides – Barbara Kalnas and a second person to be determined in the near future.

1. Recommend approval to voluntarily transfer Barbara Kalnas from the position of Speech Correctionist to the position of Instructional Aide assigned to a combined 3-4 year old Preschool Disabled class at Billingsport Early Childhood Center effective July 1, 2015 with the following terms and conditions:
2. Ms. Kalnas will work 5.83 hours per day at a rate of $20.69 per hour for 184 days as per agreement with the Paulsboro Education Association.

2. All unused sick leave days accumulated through June 30, 2015 will be paid upon retirement at a rate of $75.00. Unused sick leave days accumulated after June 30, 2015 will be paid upon retirement at the then current rate for Instructional Aides as per the agreement with the Paulsboro Education Association.

Informational: Ms. Kalnas holds a New Jersey Department of Education certificate as Speech Correctionist. These certificate are no longer valid after August 31, 2015. As a result, Ms. Kalnas requested a transfer to a non-certificated position. Billingsport Early Childhood Center Principal Paul Bracciante had input in the recommended transfer.

1. Recommend approval of the voluntary reassignment of Lindsay Walsh from the position of Teacher of Grade 1 to the position of Teacher of Kindergarten effective July 1, 2015. Both positions are at Billingsport Early Childhood Center.
2. Recommend approval of the voluntary reassignment of Keri Lyn Croce from the position of Instructional Aide in the 3-year old Preschool Disabled class to the position of Instructional Aide in the Kindergarten class effective July 1, 2015. Both positions are at Billingsport Early Childhood Center

Informational Y and Z: This reassignment was reviewed by and agreed to in advance with Billingsport Early Childhood Center Principal Paul Bracciante. Ms. Walsh and Ms. Croce will teach the new section of Kindergarten that was approved by the Board of Education on May 7, 2015.

1. Recommend approval of an unpaid leave of absence (family medical emergency) for Billingsport Early Childhood Center Playground/Cafeteria Aide Felicia Durr beginning May 27, 2015 through June 23, 2015. Ms. Durr was hired on March 26, 2015. She works 2 hours per day. This leave is without pay, does not qualify for Federal or State Family Leave, and without benefits. The leave is granted as a courtesy by the Board of Education.
2. Recommend approval to have Speech and Language Specialist Kristin Shute work the Special Education Extended School Year Program. Ms. Shute will work 60 hours at $32.00 per hour for a total of $1,920.00. Account Number 20-253-200-102-00-003 Pre-K; Account Number 20-250-200-102-00-003 K-8

Informational: There are 20 students scheduled to participate in the Special Education Extended School Year Program who have Individual Education Programs (IEP) that include speech services.

1. Recommend approval of the following teachers to co-curricular and class advisor positions at Paulsboro Junior High School during the 2015-2016 school year. Stipends are as per agreement with the Paulsboro Education Association. Account Number 11-401-100-100-00-997

|  |  |  |
| --- | --- | --- |
| **Position** | **Advisor** | **2015-2016**  **Salary** |
| 7th Grade Advisor | Susan Schaffer | $1,354 |
| 8th Grade Advisor | Barbara Cangelosi | $1,354 |

Informational: The same people held these positions during the 2014-2015 school year.

1. Recommend appointment of the following staff members to extra-curricular and extra duty positions at Loudenslager Elementary School and Billingsport Early Childhood Center for the 2015-2016 school year. The School Store and Student Council positions are as per agreement with the Paulsboro Education Association:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** | **2015-2016**  **Salary** | **Account Number** |
| School Store (Note 1)  Loudenslager Elementary School | Toni Howard  Sue Piccione | $425.50  $425.50 | 11-401-100-100-00-997 |
| Student Council (Note 1)  Loudenslager Elementary School | Bonnie McHale  Krista Lange | $447.50  $447.50 | 11-401-100-100-00-997 |
| Lunch Detention Monitor (Note 2)  Loudenslager Elementary School | Sherry Reynolds | $18.87/hr. | 11-000-262-107-03-012 |
| Lunch Detention Monitor (Note 3)  Billingsport Early Childhood Center | Cheryl Sierocinski | $18.87/hr. | 11-000-262-107-02-012 |

Note 1: The staff members appointed to these positions share the stipend delineated in

the agreement with the Paulsboro Education Association.

Note 2: The Lunch Detention Monitor hours do not exceed 2 periods x 40 minutes/period

x 181 days = 241 hours.

Note 3: The Lunch Detention Monitor hours do not exceed 1 period x 42 minutes/period

x 181 days = 127 hours.

1. Recommend approval to rescind the contract of Vince Jones to teach the 2nd to 3rd grade class in the Jumpstart Summer School Program.

Informational: Mr. Jones is unable to accept this position. The appointment was made on May 28, 2015.

1. Recommend approval to appoint Loudenslager Elementary School Teacher Maria Phillips to teach the 2nd to 3rd grade class in the Jumpstart Summer School Program. Ms. Phillips will work 21 day x 4 hours per day x $32 per hour = $2,688.

Informational: Ms. Phillips replaces Vince Jones who resigned this position.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa , Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

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

1. Recommend appointment of the following substitutes to be used on an as needed basis for the

2015-2016 school year:

**Teacher - $80 per day**

|  |  |  |
| --- | --- | --- |
| Steven Anuszewski | Paula Estrada | Marietta Relation |
| Joseph Benne | David Glocker | Sherry Reynolds |
| Leone Brennan | Marie Lexa | Erica Scott |
| Barbara Clancy | Gloria Melchiore | Cheryl Sierocinski |
| Teresa Colanero | Barbara Murphy | Julian Smentek |
| Sean Collins | Heather Parks | Dave Platt |
| Mary Ann Costa | Keri Lyn Croce |  |

**Secretary - $8.38/hr.**

|  |  |  |
| --- | --- | --- |
| Barbara Clancy |  |  |

**Aide - $8.38/hr.**

|  |  |  |
| --- | --- | --- |
| Bertha Avant | Kellie Mann | George Trader |
| Frieda Clarke | Traci Dyess | Mary Bailey |
| Ronica Thornton | Warren Sharper | Nancy O’Brien |

**Bus Driver - $12/hr.**

|  |  |  |
| --- | --- | --- |
| Charlotte Williams |  |  |

**Custodian/Grounds/Maintenance - $8.38 per hour**

|  |  |  |
| --- | --- | --- |
| Loretta Taylor | Curtis Elam | Ronica Thornton |
| Zachary Dunn\* | Nancy O’Brien | Mark Gallagher |
| Grace Ridgeway | Shirley Jenkins |  |

**Experienced Custodian/Grounds/Maintenance - $10/hr.**

|  |  |  |
| --- | --- | --- |
| Terry Burgess | James Wood | Lillie Wood |

**Substitute School Nurse - $125/day**

|  |  |  |
| --- | --- | --- |
| Kimberly Mittelstadt | Michelle Heil | Jamie Sabetta |

ROLL CALL

Roll Call Vote: Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 5 YES; Mrs. Dunn\* ABSTAINED; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

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

1. Recommend appointment of the following substitutes to be used on an as needed basis for the

2015-2016 school year:

**Teacher - $80 per day**

|  |  |  |
| --- | --- | --- |
| Steven Anuszewski | Paula Estrada | Marietta Relation |
| Joseph Benne | David Glocker | Sherry Reynolds |
| Leone Brennan | Marie Lexa | Erica Scott |
| Barbara Clancy | Gloria Melchiore | Cheryl Sierocinski |
| Teresa Colanero | Barbara Murphy | Julian Smentek |
| Sean Collins | Heather Parks | Dave Platt |
| Mary Ann Costa | Keri Lyn Croce |  |

**Secretary - $8.38/hr.**

|  |  |  |
| --- | --- | --- |
| Barbara Clancy |  |  |

**Aide - $8.38/hr.**

|  |  |  |
| --- | --- | --- |
| Bertha Avant\*\* | Kellie Mann | George Trader |
| Frieda Clarke | Traci Dyess | Mary Bailey |
| Ronica Thornton | Warren Sharper | Nancy O’Brien |

**Bus Driver - $12/hr.**

|  |  |  |
| --- | --- | --- |
| Charlotte Williams |  |  |

**Custodian/Grounds/Maintenance - $8.38 per hour**

|  |  |  |
| --- | --- | --- |
| Loretta Taylor | Curtis Elam | Ronica Thornton |
| Zachary Dunn | Nancy O’Brien | Mark Gallagher |
| Grace Ridgeway | Shirley Jenkins |  |

**Experienced Custodian/Grounds/Maintenance - $10/hr.**

|  |  |  |
| --- | --- | --- |
| Terry Burgess | James Wood | Lillie Wood |

**Substitute School Nurse - $125/day**

|  |  |  |
| --- | --- | --- |
| Kimberly Mittelstadt | Michelle Heil | Jamie Sabetta |

ROLL CALL

Roll Call Vote: Ms. Dunn, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 5 YES; Mr. Hamilton\*\* ABSTAINED; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

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 | 157 |
| June | 41.7 | 22-97 |  |
| Total | 44.6 | 23.7-70.0 | 687 |

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.

1. **STAFF AND CURRICULUM DEVELOPMENT**

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

1. Recommend readopting of the attached Curriculum Review Schedule for the years from 2015-2016 through 2020-2021. (**Attachment**)

Informational: The Board of Education adopted the Curriculum Review Schedule on October 30, 2014. The goal of the schedule is to be certain that every course of study is up-to-date. The Curriculum Review Schedule process is also an effective way to assure that textbooks and other teacher resource materials are up-to-date. This process allows the Board of Education to allocate money on a regular basis for curriculum, textbook and resource material purchases.

The purpose of readopting the schedule is to move the review of the science curriculum forward to 2016-2017. The curriculum is an important element of the New Jersey Department of Education (NJDOE) Quality Single Accountability Continuum (QSAC) monitoring of school districts. The Paulsboro Public Schools have been cited by NJDOE for not having up-to-date courses of study as well as not holding students to rigorous academic expectations.

On May 14, 2015, NJDOE officials conducted a follow-up QSAC review of the district. Unfortunately, the review yielded “concerns” in the area of chemistry. In an effort to assist the district and verify the May 14th observations the official returned for an announced visit on May 29, 2015. It was disappointing that this visit only confirmed the NJDOE concerns.

As a result, the science curriculum will move forward on the Curriculum Revision Schedule so that it can be rewritten to include all of the required components and be based on the Next Generation Science Standards. The Interim Superintendent respectfully suggests that the Board of Education employ an outside expert to lead this review.

1. Recommend approval for the following teachers to work 20 hours at a rate of $32 per hour for the purpose of revising and updating the PreK-12 Social Studies and Technology curricula as well as recommend resources for these programs. Account Number 11-000-221-102-00-111 Technology; Account Number 11-000-221-102-00-109 Social Studies

1. Social Studies

High School: Michael Calabrese

Junior High School: Gina Mariano and Lisa Kuhnel-Prangler

Elementary School: Prudence Hanly and Anthony Petrutz

2. Technology

High School: Jacqueline Robinson-Hall

Elementary: Noreen DeMarco and Monica Moore-Cook

Informational: The workshops were approved by the Board of Education on May 7, 2015. The workshops are conducted in compliance with the Curriculum Revision Schedule. District Coaches Rebecca Richardson and Matthew Browne (both approved on May 7, 2015) as well as Director of Assessment Lucia Pollino will coordinate the workshops. The Fine, Practical and Performing Arts curriculum is also scheduled for review. Unfortunately, teachers did not request to assist with this subject area. This subject area will need to be reviewed later in the year when additional staff are willing to assist.

1. Recommend approval for School Psychologist Naomi Firestein to attend the four quarterly meetings of the Delaware County Association of School Psychologists. These are half-day meetings which take place on dates to be determined in October, March and April. There is no cost to the Board of Education.

Informational: Dr. Firestein is a member of this organization and has attended the quarterly meetings with approval of the Board of Education for many years.

1. Recommend approval for Paulsboro Senior High School Head Wrestling Coach Paul Morina to attend the National Wrestling Coaches Convention in Fort Lauderdale, Florida from Thursday, July 30, 2015 through Sunday, August 2, 2015. Cost to the Board of Education includes registration $275 and lodging $362.97. Mr. Morina will pay all other expenses. Account Number 11-402-100-590-06 registration; 11-402-100-580-06 lodging

Informational: This is one of the major national wrestling clinics. Attending this meeting provides an opportunity for Mr. Morina to collaborate with college coaches on topics such as: sports nutrition, using social media to build a wrestling program, and wrestling techniques. The value of the conference is twofold. First it allows, Mr. Morina to learn new wrestling techniques and strategies. Second, it allows him to build relationships with college coaches in order to enhance the chances for Paulsboro High School students to gain admission to college as well as receive scholarships. Mr. Morina has been approved by the Board of Education to attend this workshop for many years.

1. Recommend approval for District Coach Matthew Browne to attend Southern New Jersey Prosecutor Offices 9th Annual School Safety and Security Conference on Tuesday, August 18, 2015 in Sewell, New Jersey. There is no cost to the Board of Education.

Informational: The keynote speaker is Kristina Anderson. The topic will be “Safety is Personal: Lessons Learned as a Survivor of the Virginia Tech Shooting.”

1. Recommend retroactive approval for Instructional Coaches Matthew Browne and Rebecca Richardson to attend Student Growth Objectives (SGO) 2015-2016 at the Educational Information and Resources Center (EIRC) in Mullica Hill, New Jersey on Monday, June 8, 2015. There is no cost to the Board of Education.

Informational: On June 30, 2014, the Board of Education authorized the Superintendent of Schools to approve workshop attendance at this type of meeting then seek retroactive approval from the Board of Education. Teachers must have SGOs as part of their annual evaluation. The SGO 2015-2016 workshops will focus on improving the quality of these assessment tools and using them to improve the teaching-learning cycle in order to improve student achievement.

1. Recommend approval for the Superintendent of Schools to approve district administrators and other staff members to attend meetings and workshops conducted/sponsored by the Gloucester County Office of Education, New Jersey Department of Education and professional organizations during the 2015-2016 school year.

Informational: There are many mandatory meetings as well as important informational sessions conducted by the agencies mentioned above. In most cases, there is no cost to the Board of Education when employees attend the meetings. Unfortunately, the meetings are frequently announced too late for approval to follow the normal procedure. The Interim Superintendent is respectfully requesting authorization to approve participation in these workshops then report to the Board of Education at its next meeting.

1. Recommend approval of an unpaid leave of absence for Loudenslager Elementary School Part-Time Resource Room Aide Sherry Burl from September 7, 2015 until December 11, 2015.
2. Recommend approval for Drexel University Student Sherry Burl to complete student teaching from Monday, September 7, 2015 through Friday, December 11, 2015 at Loudenslager Elementary School. Teacher of Grade 4 Tara Stahl will serve as the Cooperating Teacher for Ms. Burl. This recommendation includes approval to accept a $350 stipend from Drexel University to be used by Ms. Stahl to purchase classroom materials.

Informational: Ms. Burl will begin by observing in Ms. Stahl’s class then assume the full duties of the classroom teacher. A supervisor from Drexel University will be present at regular intervals to observe and evaluate Ms. Burl in consultation with the Cooperating Teacher.

1. Recommend approval for Loudenslager Elementary School to host a section (approximately 25 students) of Teaching in Learning Communities I from Rowan University on October 1, October 8, October 15, October 22, October 29, November 12 and November 19, 2015 (Thursdays).

Informational: Rowan University students will observe in groups of 2 or 3 per classroom. The students may assist teachers with classroom activities during their observation periods. The school and teachers will provide the students with an overview of the community and district programs, allow them to assist in classrooms and provide feedback to their professors. This is a first field experience for university students. Commendations to Principal Phillip Neff and his staff for accommodating this professional field experience.

1. Recommend approval to submit a grant application in the amount of $3,700 to the ExxonMobil Research and Engineering Company for the purpose of funding Science, Technology, Engineering and Mathematics (STEM) programs at Billingsport Early Childhood Center (BECC) during the 2015-2016 school year.

Informational: Rowan University Professor Nancy DeJarnette conducted a research project at BECC during the 2014-2015 school year. This project incorporated STEAM (STEM plus Art) into the special areas of art and library. The purpose of the grant application to ExxonMobil is to purchase computers, training and materials needed to continue the STEAM activities. The grant application was developed by BECC Principal Paul Bracciante and Elementary School Librarian Tammi Minix.

ROLL CALL

Roll Call Vote: Ms. Dunn, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 5 YES; Mr. Hamilton\*\* ABSTAINED; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

1. Informational:
2. Online In-service – May 22, 2015

The May 22, 2015 in-service program was almost completely online. Director of Assessment Dr. Lucia Pollino, and District Coaches Rebecca Richardson and Matthew Browne developed a menu of approximately 45 online modules for the staff. After completing the mandatory online training modules, teachers and aides self-selected those modules that they found valuable. Supervisor of Technology Joseph Magazu also did a great deal of work to place the online training modules on the Paulsboro Public School electronic bulletin board.

Of particular note, was the Preschool to Grade 3 webinar and follow-up workshop on Dyslexia. The New Jersey Department of Education recently mandated three hours of training for teachers in these grades. Commendations to District Coach Rebecca Richardson, School Psychologist Karolyn Adams and Speech-Language Specialist Kristin Shute for conducting the follow-up sessions.

Another notable component of the in-service program took place at Paulsboro High School. Over the past year, teachers have expressed the desire to become more involved in problem solving and innovation in their school. In response, Principal Paul Morina allowed his staff to voluntarily participate in committees focused on Student Code of Conduct, Senior Success, Academics and School Culture and Climate. These committees met on May 22nd. They will continue to meet but have already provided valuable feedback and excellent ideas to enhance Paulsboro High School.

1. Paulsboro High School and Paulsboro Junior High School – End of Year Calendar

A major goal districtwide has been and continues to be increasing instructional time. One element of this goal is to maintain instruction as long as possible at the end of the school year. This will reduce discipline problems as well as provide more time for student learning. Assistant Principal James Pandolfo (in consultation with the principals) created an end of year quarterly assessment and end of marking period examination schedule that allows students to continue to learn longer into June than in the past. Commendations to Mr. Pandolfo.

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

|  |  |
| --- | --- |
| **GRADE** | **ENROLLMENT** |
| 9 | 98 |
| 10 | 95 |
| 11 | 86 |
| 12 | 88 |
| TOTAL | **367** |

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 | 5 |  |  |  | 3 | 23 | | 20 | 22 |  |  |
| Pre-school | 16 | 14 | 16 |  |  | 4 | 23 | | 18 | 24 |  |  |
| K | 27 | 27 | 25 | 26 |  | 5 | 19 | | 18 | 18 | 17 |  |
| 1 | 23 | 23 | 22 | 22 |  | 6 | 20 | | 21 | 18 | 21 |  |
| 2 | 15 | 14 | 17 | 14 |  | Special Education | 10 | | 6 |  |  |  |
| Special Education | 13 | 9 | 14 |  |  |  |  | |  |  |  |  |
| TOTAL |  |  |  |  | **348** | TOTAL |  | |  |  |  | **298** |

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.

1. **INSTRUCTIONAL SERVICES**

Motion by Dunn, seconded by Walter to accept the Interim Superintendents recommendation to approve items A-J except items C and H, both were withdrawn:

A. Recommend approval to participate in the New Jersey Supplemental Nutrition Assistance Program (SNAP) during the 2015-2016 school year. This recommendation includes signing a Memorandum of Understanding with Rutgers Cooperative Extension of Gloucester County for the SNAP program. There is no cost to the Board of Education:

Informational: This program is only approved to be implemented as part of the physical education and health classes in grades K-5 and 9-12. The Board of Education has approved the SNAP program for the past few years.

1. Recommend approval for up to 10 Paulsboro High School Sophomore girls to attend the Science, Technology, Engineering and Mathematics (STEM) High School Outreach Day for Young Women at the ExxonMobil Paulsboro Technical Center on a day to be determined during October 2015. Paulsboro High School Teacher Paige Foulk will chaperone the students. The only cost to the Board of Education is a substitute teacher ($120).

Informational: The objective of this program is to encourage education and excitement for STEM careers in high school girls. The event will involve hands-on activities, teamwork, and exploration of STEM school and career choices.

1. Recommend approval for the following Paulsboro Senior High School Students to attend extended school year programs as listed. The Board of Education is responsible for tuition fees, transportation to and from school as well as other related services delineated in the Individual Educational Program (IEP) for each student.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade**  **Level \*** | **School Name** | **Start Date** | **Finish Date** | **Tuition Total** |
| 1773 \*\* | 10 | Bancroft | 7/7/2015 | 8/19/2015 | $14,315.84 |
| 2356 | 9 | Bankbridge Regional | 7/13/2015 | 8/13/2015 | $3,980.00 |
| 2348 | 10 | Capital Academy | Court Ordered - Residential | | |
| 2781 | 10 | Highland High School | 7/6/2015 | 7/31/2015 | $500.00 |
| 2116 | 11 | Insight (Virtua - Camden) | Court Ordered - Residential | | |
| 2098 \*\* | 11 | Legacy - Mary A. Dobbins | 7/6/2015 | 8/14/2015 | $12,945.00 |
| 2037 | 9 | Strang -Ranch Hope | 7/6/2015 | 8/21/2015 | $8,277.85 |
|  |  |  |  |  | $40,018.69 |

\* Grade level for the 2014-2015 school year.

\*\*Includes a One on One Aide

Informational: Students with disabilities are entitled to continue to attend school during the summer if the skills/learnings gained during the regular school term will suffer a significant loss if they don’t have continuous schooling during July and August.

1. Recommend approval of homebound instruction for the following students:

|  |  |  |
| --- | --- | --- |
| **Student Initials or**  **Case Number** | **Grade** | **Hours of Instruction** |
| GO | 10 | Instruction is being provided by a teacher approved by the Paulsboro Board of Education (Monica Moore-Cook) at a rate of $32 per hour for 5 hours per week. Instruction began on or about May 14, 2015 and will continue until the end of the 2014-2015 school year or when the student is medically approved to return to school. |
| 2822 | 11 | Instruction is being provided by teachers approved by the Paulsboro Board of Education (Paige Foulk and Amy Bria) at a rate of $32 per hour for 10 hours per week. Instruction began on or about May 20, 2015 and will continue until the end of 2014-2015 school year or when medically approved to return to school. |

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 for the following Paulsboro Junior High School and elementary school students to attend extended school year programs as listed. The Board of Education is responsible for tuition fees, transportation to and from school as well as other related services delineated in the Individual Educational Program (IEP) for each student.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Grade Level \*** | **School Name** | **Start Date** | **Finish Date** | | **Tuition Total** | |
| 2699 | 4 | Archway | 7/1/2015 | 8/19/2015 | | $6,937.00 | |
| 2812 | 8 | Archway | 7/1/2015 | 8/19/2015 | | $6,937.00 | |
| 2717 | PK | Bankbridge CDC @Shady Lane | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2705 | 1 | Bankbridge Development Center | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2635 | 3 | Bankbridge Development Center | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2393 | 3 | Bankbridge Development Center | 7/13/2015 | 8/13/2015 | | $7,220.00 | |
| 2228 | 6 | Bankbridge Development Center | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2654 | 2 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2543 | 2 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2493 | 3 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2641 | 3 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2341 | 3 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2744 | 3 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2375 | 4 | Bankbridge Elementary | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2252 | 7 | Bankbridge Regional | 7/13/2015 | 8/13/2015 | | $3,980.00 | |
| 2343 | 7 | Circle of Friends @Bankbridge Reg.- North Campus | 7/13/2015 | 8/13/2015 | | $1,400.00 | |
| 2745 | 5 | LARC | 7/8/2015 | 8/18/2015 | | $7,037.10 | |
| 2334 | 8 | YALE - Audubon | 7/6/2015 | 8/14/2015 | | $8,500.20 | |
| 2323 | 8 | KIT (Virtua – Camden) | Court Ordered Residential | | | | |
|  |  |  |  | | Total | | 85,791.30 |

\* Grade level for the 2014-2015 school year.

\*\*Includes a One on One Aide

Informational: Please refer to similar recommendation above.

1. Recommend approval of homebound instruction for the following student:

|  |  |  |
| --- | --- | --- |
| **Student Initials or Case Number** | **Grade** | **Hours of Instruction** |
| SW | 06 | Instruction is being provided by Kennedy University Hospital beginning on May 27, 2015 and ending on June 27, 2015. The cost of instruction is $44 per hour for up to 10 hours per week. |

Informational: Please refer to the similar recommendation above.

1. Recommend approval for Linda Trauger and William Trauger to serve as library volunteers at Billingsport Early Childhood Center and Loudenslager Elementary School during the 2015-2016 school year.

Informational:   Mr. and Mrs. Trauger are the parents of Elementary School Librarian Tammi Minix.  They have served as volunteers for many years.

1. Recommend approval to provide transportation for 2 students from another community who are placed with a “Resource Family” in Paulsboro by the Department of Child Protection and Permanency. The Paulsboro Public School will, in turn, bill the school district in the other community for the transportation.

Informational: On May 28, 2015 the Interim Superintendent reviewed the new law requiring the above arrangements with the Board of Education. The Department of Child Protection and Permanency removed these students from the home. The administration maintains a list of these students and approvals but does not publish them in the agenda due to the very sensitive nature of the situations.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa ,Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

Interim Superintendent withdrew Items C and H:

1. Recommend approval for Lydia Riddell to attend Paulsboro High School (Grade 9) during the 2015-2016 school year as a courtesy with the intent to become a student via the School Choice Program during the 2016-2017 school year.

Informational: This student did not meet the School Choice timelines for the 2015-2016 school year. As a result, if their attendance is approved by the Paulsboro Board of Education, the district will not receive State School Choice Aid during the 2015-2016 school year. The district may, however, begin receiving aid during the 2016-2017 school year if it is available via School Choice. For the same reason, it is unlikely that the parents of this student will receive aid in lieu of transportation during the 2015-2016 school year. Parents are responsible to transport this student to Paulsboro High School. This student is the granddaughter of Paulsboro High School Cafeteria Worker Irene Riddell.

The New Jersey Department of Education capped the number of School Choice students permitted at 9 for the Paulsboro Public Schools. Currently, there are 9 School Choice students attending Paulsboro High School plus 3 additional pupils that may become School Choice students when slots are available.

1. Recommend the following BookMate volunteers for the 2015-2016 school year at Billingsport Early Childhood Center:

Phyllis Baelz                     Helen Swain                              Cynthia Morris

Sara Crane

Informational:  BookMate volunteers read one-on-one for one-half hour to two children during the school day. The volunteer commits one hour per week. Each volunteer works with the same two children for the duration of the school year. Through this one-on-one time, the volunteers learn the individual interests of the children so that they can select stories that match student interests.

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

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

1. Recommend approval of a Student Affiliation Agreement with Temple University for the 2015-2016 school year. There is no cost to the Board of Education. The following contingencies and actions are part of this recommendation.

1. This recommendation is contingent on final review of “Attachment A” by School Attorney Philipp Duvilla.

2. This recommendation is also contingent on Temple University changing Paragraph 18 from “Commonwealth of Pennsylvania” to “State of New Jersey”.

3. This recommendation includes approval for Paulsboro High School Athletic Trainer Kyle Nicastro to serve as the Preceptor for Temple University Student Nicola Salomane. Ms. Salomane is a student in the College of Health Professions and Social Work. She is working toward certification as an Athletic Trainer. Ms. Salomane works, at all times, under the direct supervision of Mr. Nicastro.

Informational: The agreement with Temple University was reviewed by School Attorney Philipp Duvilla. The Affiliate Program is similar to student teaching. That is, Mr. Nicastro serves in the capacity of Cooperating Teacher. A professor from Temple University is present to observe Ms. Salomane at regular intervals.

1. Recommend approval to authorize the Superintendent of Schools to approve athletic team head coaches to take members of their teams on overnight college visitations. They must be certain that appropriate parent permission forms and approval to transport students in private vehicles are on file prior to a college visit. The Superintendent must seek retroactive approval of the Board of Education at its next meeting.

Informational: Whenever possible, college visitations will be submitted in advance to the Board of Education for approval. In some cases, the college does not notify the coach in time to seek prior approval of the Board of Education. The purpose of the above recommendation is to facilitate this “last minute” opportunities for students.

1. Recommend approval to conduct a non-contact Football Camp at Paulsboro High School on Saturday, July 11, 2015 between 8:00 AM and 4:00 PM. This recommendation includes permission to use Bennett Fields Athletic Complex, Paulsboro High School Cafeteria and several classrooms. The camp is open to Paulsboro and Greenwich Township students entering grades 7 through 12. Head Football Coach Glenn Howard is in charge of the activity. He will be assisted by the members of his coaching staff and Paulsboro High School Football Team Alumni. Cost to the Board of Education is custodial overtime for one day (10 hours x $20 per hour = $200).

Jermaine Ruffin Marcus Ruffin Issac Redman Tom Curl

David Jiles Bill Nevius Tyler Knighton Troy Bennett

Wayne Hampton Mike Mendenhall Rich Eli Ray Miller

Wayne Farrow Tom Richardson Kevin Harvey Mike Behl

Steve Asay Lex Cortes Nick Cappolina

Informational: The purpose of the camp is to promote the football program as well as introduce students to fundamental drills and technique. The students will also get to interact with the Paulsboro High School coaching staff as well as former players who serve as role models. In addition to practice sessions, the students will participate in a counseling meeting about academics and being successful.

1. Recommend approval for members of the 2016 Paulsboro High School Football Team to attend the Temple University vs. Pennsylvania State University (Saturday, September 5, 2015) and/or Temple University vs. the University of Central Florida (Saturday, October 17, 2015) at Lincoln Financial Field in Philadelphia, Pennsylvania. Cost to the Board of Education is school bus transportation. Head Coach Glenn Howard obtained tickets to the games free of charge. Mr. Howard and members of his coaching staff will chaperone the trip.

Informational: The Board of Education has approved similar trips in the past.

1. Recommend approval for up to 15 members of the 2015-2016 Paulsboro High School Wrestling Team to participate in the Kutztown University Wrestling Camp in Kutztown, Pennsylvania from Monday, July 20, 2015 through Thursday, July 23, 2015. Head Wrestling Coach Paul Morina and Assistant Coaches Dean Duca and Carmel Morina will chaperone the activity as well as transport the students in their own vehicles. There is no cost to the Board of Education. Students participating in this camp are:

Anthony Duca Nick Duca Anthony Morina

Joe Davis Austin Mooney Frank Mooney

Santino Morina Brandon Green Gino Duca

Rich Eli Joey Perez Chris Dramis

Josh Bailey Brandon Garcia Chris Koller

Informational: Parents of the students must file permission slips and insurance information prior to the trip as well as pay the full cost for their child to participate in the camp. The chaperones will file the appropriate insurance and vehicle information required to transport students in privately owned vehicles.

1. Recommend authorization for the Superintendent of Schools to approve Paulsboro High School reunion classes to tour their alma mater and conduct receptions in the building. The Principal of Paulsboro High School must provide the Superintendent of Schools with the Facility Use Form prior to the event. This recommendation also requests that the Board of Education waive its requirement for the group to provide proof of insurance.

Informational: Many reunion classes want to tour Paulsboro High School and meet to socialize. These reunions take place throughout the year. The Principal of Paulsboro High School is, in the main, the tour director and host of the social function. Needless to say, it is in the best interest of the school and community to maintain strong bonds with our alumni.

1. Recommend approval for the Paulsboro Senior High School National Honor Society and Key Club students to serve as volunteers for the Boys and Girls Club of Paulsboro Summer Camp from Monday, June 29, 2015 through Friday, August 28, 2015.

Informational: This is an opportunity for students to earn community service hours. Students will assist camp coordinators with activities such as field trips, tutoring, supervising games, and assisting campers with arts and crafts.

1. \*\*Recommend approval of the following actions relative to the Senior Class Trip to Disney World and nearby attractions in Orlando Florida from Monday, April 25, 2016 through Friday, April 29, 2016.  Trip will cost each participant $1,268 (This is an $18 increase compared to 2015).

1. Approval of a contract with World Class Vacations of Allentown, Pennsylvania.

2. Direct the Paulsboro High School Principal and Senior Class Advisor to immediately inform members of the class of the attendance, suspension and academic requirements for participation in the Senior Class Trip as adopted by the Board of Education during the 2014- 2015 school year.

This recommendation is contingent on at least one Paulsboro Public Schools administrator participating in the trip as a chaperone.

Informational: Cost to the Board of Education includes school bus transportation to and from Philadelphia International Airport as well as substitute teachers for approximately four chaperones for four days. (2 x 4 X $129 = $1,032).

1. Recommend approval of the following athletic coaches for Paulsboro Senior High School for the 2015-2016 school year with stipends as per agreement with the Paulsboro Education Association.

Account Number 11-402-100-100-06-997

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** | **2015-2016 Salary** | **Step** |
| Head Football Coach | Glenn Howard | $8,112 | 3 |
| Asst. Football Coach | Thomas Richardson | $5,662 | 3 |
| Asst. Football Coach | Kevin Harvey | $5,662 | 3 |
| Asst. Football Coach | Nickolas Cappolina | $5,662 | 3 |
| Asst. Football Coach | Vacant |  |  |
|  |  |  |  |
| Head Field Hockey Coach | Monica Koraido | $5,713 | 3 |
| Asst. Field Hockey Coach | Stephanie Taraschi | $4,646 | 3 |
|  |  |  |  |
| Head Girls Soccer Coach | Mandy Thomas | $5,713 | 3 |
| Asst. Girls Soccer Coach | Ashlie Gaynor | $4,646 | 2 |
|  |  |  |  |
| Head Boys Soccer Coach | Joseph Dreger | $5,713 | 3 |
| Asst. Boys Soccer Coach | Antonio Chila | $4,646 | 3 |
|  |  |  |  |
| Head Girls Tennis Coach | Andrea Lilley | $4,317 | 3 |
| Asst. Girls Tennis | Barbara Thomson | $3,266 | 3 |
|  |  |  |  |
| Head Cheerleading Coach | Jaime Convery | $2,763 | 3 |
| Asst. Fall Cheerleading | Erica Scott | $2,441 | 3 |
|  |  |  |  |
| Head Girls Basketball | Ashlie Gaynor | $7,522 | 3 |
| Asst. Girls Basketball | Stephanie Taraschi | $5,006 | 3 |
|  |  |  |  |
| Head Boys Basketball | Sean Collins | $7,522 | 3 |
| Asst. Boys Basketball | Vacant |  |  |
|  |  |  |  |
| Cross Country Coach | Dave Platt | $5,475 | 3 |
|  |  |  |  |
| Head Wrestling Coach | Paul Morina | $8,112 | 3 |
| Asst. Wrestling Coach | Dean Duca | $5,662 | 3 |
| Asst. Wrestling Coach | Carmel Morina | $5,662 | 3 |
| Asst. Wrestling Coach | Antonio Chila | $5,662 | 3 |
|  |  |  |  |
| Head Baseball Coach | David Glocker | $6,609 | 3 |
| Asst. Baseball Coach | Anthony Petrutz | $4,511 | 3 |
|  |  |  |  |
| Head Softball Coach | Stephanie Taraschi | $6,609 | 3 |
| Asst. Softball Coach | Ashlie Gaynor | $4,511 | 3 |
|  |  |  |  |
| Head Girls Track Coach | Euridee Gunter | $6,427 | 3 |
| Asst. Girls Track Coach | Dave Platt | $5,006 | 3 |
| Asst. Girls Track Coach | Ronald Wenzel | $5,006 | 3 |
|  |  |  |  |
| Head Boys Track Coach | Nickolas Cappolina | $6,427 | 3 |
| Asst. Boys Track Coach | Christian Sullivan | $4,378 | 2 |
| Asst. Boys Track Coach | Vacant |  |  |
|  |  |  |  |
| Head Boys Tennis Coach | Joseph Dreger | $4,317 | 3 |
| Asst. Boys Tennis Coach | Andrea Lilley | $3,266 | 3 |
|  |  |  |  |
| Athletic Department Site  Supervisor | Nelson Hall | $60 not to exceed once a week at the discretion of the Director of Athletics | NA |
| Assistant to the Athletic Director | Mark Vogeding | $5,691 | NA |

Informational: The same people held these positions during the 2014-2015 school year.

1. Recommend approval of the following employees to serve as event workers for athletic events during the 2015-2016 school year at the same rates as in the 2014-2015 school year. This recommendation includes approval of the pay rates for event workers. Account Number 11-402-100-100-06-026 Grades 9-12; Account Number 11-402-100-100-07-026 Grades PreK-8

|  |  |  |  |
| --- | --- | --- | --- |
| Nickolas Cappolina | John Giovannitti | Andrea Lilley | Anthony Petrutz |
| Keri Lyn Croce | Euridee Gunter | Roseanne Lombardo | Lisa Phillips |
| Theresa Croce | Jackie Hall | Gina Mariano | Elizabeth Reilly |
| Rita Cucinotta | Nelson Hall | Karen Minniti | Ashlie Gaynor |
| Thomas Damminger | Joann Hoehn | Melba Moore-Suggs | Ellen Schoch-Pidliskey |
| Clara Davis | Barbara Thomson | Gina Morina | Kim Parker |
| Joseph Dreger | Glenn Howard | Lorraine Oswald | Marie Lexa |
| Wayne Farrow | Steven Hunckler | Todd Palmisano | Monica Koraido |
| Adina Giovannitti | Shane Kovalesky | James Pandolfo | Tara Stahl |
| Lauren Abbott | Lisa Kuhnel-Prangler | Mandy Thomas | Stephanie Taraschi |

**FOOTBALL # of Workers Pay Rate (per event)**

Announcer / Clock Operator 1 $45

Ticket Seller 3 $45

Ticket Collector 4 $45

Clock Operator 1 $45

Security 3 $50

Grounds Crew (students) 4 $45

Filming of Games 1 $50

**BASKETBALL # of Workers Pay Rate (per event)**

Announcer / Clock Operator-Varsity & Junior Varsity 1 $55

Clock operator – Student 1 $30

Ticket Seller / Collector 1 $55

Security 1 $60

**ALL SPORTS**

Clock Operator (if needed) 1 $45

Interim Superintendent withdrew the Wrestling pay rate chart and will resubmit for approval.

1. Recommend approval for coaches approved by the Board of Education to conduct workouts and camps at Paulsboro High School during July and August 2015.

Informational: The New Jersey State Interscholastic Athletic Association (NJSIAA) allows

coaches to practice with their athletes during the summer recess.

1. Recommend approval for any coach approved by the Board of Education to supervise the summer and school year weightlifting programs on an as needed basis during the 2015-2016 school year at a rate of $10/session (same rate as during the 2014-2015 school year) not to exceed $1,560. Account Number 11-402-100-100-06-025

Informational: Only one coach is paid for a given session.

1. Recommend approval of the following coaches for Paulsboro Junior High School athletic teams during the 2015-2016 school year with stipends as per agreement with the Paulsboro Education Association. Account Number 11-402-100-100-07-997

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Staff Member** | **2015 -2016 Salary** | **Step** |
| 7th-8th Grade Field Hockey | Vacant | $3,181 | NA |
| 7th-8th Grade Girls Basketball | Erica Scott | $3,181 | NA |
| 7th-8th Grade Boys Basketball | Glenn Howard | $3,181 | NA |
| 7th-8th Grade Cross Country | Amy Bria | $3,181 | NA |
| 7th-8th Grade Wrestling | Vince Jones | $3,181 | NA |
| 7th-8th Grade Boys Track | Christopher Costenbader | $3,181 | NA |
| 7th-8th Grade Girls Track | Erica Scott | $3,181 | NA |

Informational: The same people held these positions during the 2014-2015 school year.

ROLL CALL

Roll Call Vote: Mrs. Dunn (\*\*NO Item H), Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

1. Informational:
2. Boys’ Tennis Report **(Attachment)**
3. Softball Report **(Attachment)**
4. Baseball Report **(Attachment)**
5. Girls’ Track and Field **(Attachment)**
6. Boys’ Track and Field **(Attachment)**
7. Jr. High Track and Field **(Attachment)**
8. **FINANCE**

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

1. Recommend approval to make a donation in the amount of $50 to the Friends of the 4th for the purpose of supporting the July 4th Parade in Paulsboro.

Informational: The theme of the parade is “Honoring Our Championship Basketball Team.” Paulsboro High School Head Coach for Boys Basketball Sean Collins and the 2015 State Championship Team will be featured in the parade. The parade begins at 10:00 AM on Saturday, July 4, 2015.

1. Recommend approval of the following staff members to operate the 2015 Summer Feeding Program.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Employee** | **Salary per Hour** | **Days of Work** | **Work Hours per Day** | **Total** | **Work Hours** |
| Director | Nicholas Carbo | Note 1 | 45 | NA | NA | 7:30 AM- 1:30 PM |
| Site Supervisor Paulsboro High School/Cook/Server | Irene Riddell  Note 2 | $13.00 | 45 | 5 | $2,925.00 | 7:30 AM 12:30 PM |
| Worker Billingsport Early Childhood Center | Ann Marie Thompson  Note 2 | $10.50 | 45 | 4 | $1,890.00 | 8:30 AM- 12:30 PM |
| Site Supervisor Billingsport Early Childhood Center/Paulsboro High School (7/31/15-8/28/15) | Linda Brandt  Note 2 | $11.00 | 45 | 5 | $2,475.00 | 7:15 AM-12:15 PM |
| Worker Billingsport Early Childhood Center/Paulsboro High School (8/1/14-8/27/14) | Kimberly Parker | $10.50 | 45 | 4 | $1,890.00 | 8:30 AM-12:30 PM |
| Nutri-Serve Substitutes | Diane Webber | $8.50 | As Needed | As Needed | NA | As Needed |
| Diane DiPietro | $9.05 | As Needed | As Needed | NA | As Needed |
| Substitutes | Adina Giovannitti  Note 2 | $9.50 | As Needed | As Needed | NA | As Needed |
| Total | | | | | $9,180.00 |  |

Note 1: Mr. Carbo is employed by Nutri-Serve.

Note 2: These employees also worked in the 2014 Summer Feeding Program.

Informational: Paulsboro is considered a high need community so all children 0-18 are entitled to breakfast and lunch during the summer recess. The federal Child Nutrition Program reimburses the district for meals served. The Paulsboro High School summer feeding program runs Monday – Friday from Monday, June 29, 2015 through Friday, August 28, 2015. Breakfast is served 8:00 AM – 9:00 AM and lunch is provided 10:30 AM – 12:30 PM. The Billingsport Early Childhood Center operates Monday – Thursday from Monday, June 29, 2015 to Thursday, July 30, 2015. Breakfast is served 8:00 AM – 9:00 AM and lunch is provided 11:00 AM – Noon. Salaries are the same as for the 2014 program.

1. Recommend approval to accept a framed photograph of the 1948 Paulsboro High School Football Team and two programs from the 1956 football season from Marge Delia. The items have a monetary value of about $30 but what they represent is priceless.

Informational: The donated items are from the estate of Otto McLaughlin (Class of 1948). The photograph will be displayed in the Administration Building. The Dr. and Mrs. Walter Quint will have the programs properly prepared for display in the Administration Building as part of the Hall of Diplomas Exhibition.

1. Recommend approval to renew the food service contract between the Paulsboro Board of Education and Nutri-Serve School Food Service Management, Inc. of Bridgeton, New Jersey for the 2015-2016 school year. The management fee will be $38,786.24.

Informational: The food service contract was bid during the 2013-2014 school year and can be renewed for five years without obtaining bids/quotes provided that increase is no higher than the current Consumer Price Index (CPI) applied to the base year fee which was $38,022.

Contract Amount Base Year 2013-2014 $38,022.00

1.0% CPI Increase $ 380.22

Contract Amount for 2014-2015 $38,402.22

1.0% CPI Increase $ 384.02

Contract Amount for 2015-2016 $38,786.24

1. Recommend approval to submit a grant application for No Child Left Behind (NCLB) funding to the New Jersey Department of Education for the 2015-2016 school year as follows. This recommendation also includes approval to accept the grant funds when approved by the New Jersey Department of Education.

|  |  |  |  |
| --- | --- | --- | --- |
| **NCLB**  **Component** | **Grant Amount**  **2013-2014** | **Grant Amount**  **2014-2015** | **Grant Amount**  **2015-2016** |
| Title IA | $699,928 | $687,540 | $929,850 |
| Title IIA | $99,190 | $101,516 | $102,359 |
| Title III | $1,802 | $3,071 | $2,589 |

Informational: Title 1A funding is to provide Basic Skills Instruction. Title IIA funds are designated for Class Size Reduction. Title III monies support English Language Learners (ELL) – students whose native language is not English. The above amounts include the allocation for Guardian Angels Elementary School.

It is important to note that the Title III allocation is too small (less than $10,000) for the district to accept individually. Paulsboro is in a consortium with other districts in Gloucester County in order to obtain the Title III funds.

1. Recommend approval to submit a grant application for Individuals with Disabilities Education Act (IDEA) Basic and Pre-kindergarten funding to the New Jersey Department of Education for the 2015-2016 school year as follows. This recommendation also includes approval to accept the grant funds when approved by the New Jersey Department of Education:

|  |  |  |  |
| --- | --- | --- | --- |
| **IDEA**  **Component** | **Grant Amount**  **2013-2014** | **Grant Amount**  **2014-2015** | **Grant Amount**  **2015-2016** |
| Basic | $292,145 | $356,990 | $367,343 |
| Pre-K | $12,249 | $12,811 | $13,161 |

Informational: In the past, IDEA Basic grant is utilized to fund the salary of the counselor at Loudenslager Elementary School, the summer program grades K-5, and the balance will be utilized for tuition for out of district placement.  Again, in the past IDEA Pre-kindergarten grant is utilized to fund the Pre-K disabled summer school program and, if needed, some tuition expenses. The administration will request Board of Education approval of the activities and personnel to be funded via IDEA for the 2015-2016 school year. This will take place at either the July or August meeting. The above amounts include the allocation for Guardian Angels Elementary School.

1. Recommend approval of the following prices for student and employee lunches as well as al a carte items for the 2015-2016 school year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Student Price | | Teacher Price | |
| 2014-2015 | 2015-2016 | 2014-2015 | 2015-2016 |
| Full Price Lunch | $2.50 | $2.50 | $4.00 | $4.00 |
| Sandwich | $2.00 | $2.00 | $3.25 | $3.25 |
| Extra Entrée | $2.00 | $2.00 | $3.25 | $3.25 |
| Salad Platter | $2.00 | $2.00 | $3.25 | $3.25 |
| Large Tossed Salad | $1.00 | $1.00 | $2.25 | $2.25 |
| Vegetable or Fruit Juice | $0.50 | $0.50 | $0.75 | $0.75 |
| Milk | $0.50 | $0.50 | $0.75 | $0.75 |
| Soup | $0.50 | $0.50 | $1.00 | $1.00 |
| Bagged Snacks | $0.75 | $0.75 | $0.75 | $0.75 |
| Snapple Canned Juice | $1.50 | $1.50 | $1.50 | $1.50 |
| Large Bottled Water | $1.25 | $1.00 | $1.25 | $1.00 |
| Small Bottled Water | $0.75 | $0.50 | $0.75 | $0.50 |
| Hot Pretzel | $1.25 | $0.75 | $1.25 | $0.75 |

Informational: All students may eat breakfast and lunch free of charge because Paulsboro participates in the Community Eligibility Program (CEP). The prices listed for students apply when they opt to purchase a second lunch or al a carte items.

1. Recommend approval to accept $17,000 from the Frank Flowers Foundation for the purpose of providing scholarships to members of the Paulsboro High School Class of 2015.

Informational: The Frank Flowers Foundation awarded $15,000 in scholarship money to members of the Class of 2014. This type of donation has been ongoing for approximately 30 years. Mr. Flowers was a banker in Paulsboro. He specified that the Superintendent of the Paulsboro Public Schools would serve on the advisory committee for his foundation.

1. Recommend approval to dispose of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Reason for Disposal** | **Method of Disposal** |
| 65 | Chair | PHS Cafeteria | Metal Recycling |

1. Recommend approval to accept a donation of two framed Paulsboro High School diplomas and one framed 8th grade diploma from Dr. and Mrs. Walter Quint. The framing cost is $183.

Informational: The diplomas themselves were donated by various citizens. The Quint’s had them framed so that they can be properly displayed in the Administration Building as part of the Hall of Diplomas Exhibition.

1. Recommend retroactive approval for Urban Sports and Entertainment Group, LLC to use Bennett Field (field and bleachers) during the afternoon of Saturday, June 13, 2015. The company will film an episode of the ASPIRE Network’s HBCU Playback Series – Football Edition featuring former Paulsboro High School and Pittsburgh Steeler football player Isaac Redman.

Informational: The request came too late to receive advanced approval by the Board of Education. The Interim Superintendent made the Board aware of the activity on June 11, 2015. He now respectfully requests retroactive approval.

1. Recommend approval of the following tuition rates for the Paulsboro Public Schools during the 2015-2016 school year.

Grade Level or Program Tuition

Preschool $14,968

Kindergarten $14,968

Grades 1-5 $13,843

Grades 6-8 $14,879

Grades 9-12 $15,004

Mild Cognitive $ 8,524

Multiple Disabilities $28,240

Learning Disabilities $25,862

Behavioral Disabilities $28,713

Pre-K Disabled – Full Time $ 8,526

Pre-K Disabled – Part Time $42,379

Informational: The New Jersey Department of Education completes a review of each school district’s cost per pupil pursuant to the provisions of N.J.AC 6A:23A-17. Upon completion of this review, the audited per pupil cost is certified. The above rates are Paulsboro Board of Education 2013-2014 certified tuition rates. These rates are used to make tuition adjustments to district who sent students to Paulsboro during the 2013-2014 school. These are also the rates used to estimate the tuition charged to sending districts during the 2015-2016 school year.

1. Recommend approval to adopt a resolution to accept the release of surplus in the amount of $4,299 from the Gloucester, Cumberland, and Salem School District Joint Insurance Fund (GCSJIF). This amount is the value of the funds position as of June 30, 2013.

Informational: Paulsboro Public Schools exited the GCSJIF and joined the School Alliance Insurance Fund (SAIF) during the 2011-2012 fiscal year. The GCSJIF Board of Trustees is the body authorized to make decisions as to when and how much of the available surplus will be released. The total year to date release of surplus is $21,023 (including the amount recommended above).

1. Recommend approval to continue participation in Alliance for Competitive Energy Services (ACES) for the following services:

1. Electric Generation Service through May 2017

2. Natural Gas Supply Service through December 2017

Informational: ACES is an electric and natural gas aggregation program run by the New Jersey School Boards Association (NJSBA), the New Jersey Association of School Business Officials (NJASA) and the New Jersey Association of School Administrators (NJASA). Currently ACES purchases electricity and natural gas on a competitive group basis for more than 400 of New Jersey public school districts. ACES was created in 1999 when the New Jersey legislature passed its energy deregulation act. This law specifically authorized the NJSBA to purchase energy on behalf of New Jersey public schools. ACES’ goal is to reduce the cost of energy to public schools in New Jersey.

1. Recommend approval to accept a donation of a12.5 inch x 75 inch electronic sign from the Billingsport School and Community Association (BSCA). The signed is valued at $3,690.

Informational: The BSCA also donated an electronic sign last year. The first sign was mounted on the Greenwich Avenue side of the school. The new sign will be placed on the Nassau Avenue side of the building. The sign will be installed by the district maintenance staff.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

1. Informational:

1. Intent to Renew, Award or Permit to Expire Contracts

Pursuant to PL 2015, Chapter 47 the Paulsboro Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations, in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to Board action.

Stewart Business Systems

Bradley M. Campbell, LLC.

On-Tech Consulting (also known as “E-Rate”)

Source 4 Teachers

Philipp Duvilla

Horizon Environmental Group, Inc.

Holman & Frenia

Garrison Architects

Steven Anuszewski

Barclay Group

AFLAC via Take Care by Wage Works

Anthony Villare, MD

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% |
| May | 51% | 64% | 68% | 80% |

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

|  |  |  |
| --- | --- | --- |
| **Financial Information** | **September - May** | |
| **2013-2014** | **2014-2015** |
| Expenses | $648,060.91 | $619,568.36 |
| Revenues | $565,019.96 | $703,468.02 |
| Revenue-Expenses | -$83,040.95 | $83,899.67 |

1. **FACILITIES**

Motion by Walter, seconded by Stevenson to accept the Interim Superintendents recommendation to approve items A-F. Item B was withdrawn.

* 1. Recommend approval to contract with X-Tel for a hosted IP telephone system from July 1, 2015 through June 30, 2017.

Informational:  The existing telephone system costs approximately $3,000 per month.  The proposed system will cost approximately $2,500 per month.  This project will be partially funded by the Universal Service Fund (E-Rate).  E-Rate will reimburse the school district up to 86% of the cost of the telephone system.

The Paulsboro Public Schools currently has a contract with Xtel to provide telephone line service to make calls and AV Business Systems to service the telephone sets.  Both contracts will expire on June 30, 2015. The current phone system is approximately 20 years old.  It requires school personnel to use an outside line even when calling other schools in Paulsboro.  The Board of Education is paying for more than 60 telephone lines. Some of these lines are no longer in use.  It is time to upgrade the district telephone system.

The recommendation is to install a unified system that connects all of the district schools, maintenance building and administration building via the existing computer network.  This is known as a hosted IP based system.  This allows every district telephone to communicate with each other by dialing an extension rather than an outside line.   At least 36 of the existing telephone lines will no longer be needed which reduces costs. Specifically, the district will no longer pay the $34 per month fee for each of these lines.  The remaining 24 telephone lines are needed for fax machines and alarm systems in the buildings and elevators.   In the future, the system could be expanded to include a telephone in every classroom as well as integration with the bell system.  The new system also includes leasing new telephones which are not only modern but less expensive than purchasing new telephones. The cost of the new units is included in the X-tel contract.

1. Recommend approval of the following financial considerations for non-school organizations requesting to use a school bus or van.

Non-school organizations using a school bus or van will be billed at the same rate for a similar vehicle as that charged by H. A. DeHart & Sons, Inc. In addition to the rental fee, the organization will pay the actual cost of fuel, parking and tolls. The salary of the driver will be charged at the actual hourly rate (or overtime rate if applicable) plus the prorated amount for employee benefits. The use of a school bus or van by a non-school organization must receive advanced approval by the Superintendent of Schools and Board of Education.

Informational: From time to time, outside organizations request to use school buses and vans. If the Board of Education opts to allow this type of use, the fees charged should cover the actual costs. Indexing the fees to those charged by a bus rental company should help the school district to establish a fair rate for the use of the vehicle. In most cases, the hope is that the outside organization will go ahead and use the bus rental company.

1. Recommend approval to employ student workers from June 24, 2015 through September 11, 2015 for the purpose of disconnecting, moving and reconnecting classroom computers. The students will earn $8.38 per hour for a total not to exceed 400 hours to be shared among all workers. The recommendation includes approval for the Interim Superintendent to appoint the students then report their names to the Board of Education at its July 2015 meeting. Account Number: 11-000-222-177-18-003

Informational: In order to clean the schools, classroom must be emptied of their content. As a result, computers and printers must be disconnected, properly stored then reconnected to the appropriate jacks. In the past, custodians did this task. Unfortunately, some of the equipment was damaged and not properly reinstalled. Teachers did not, therefore, have these important resources available for the beginning of the school year. The Interim Superintendent placed a vacancy notice for student workers. Supervisor of Technology Joseph Magazu will train the student workers.

1. Recommend approval of a contract based on Bid Number PBOE#01-1516 for lawn mowing and bed care maintenance to JV’s Landscaping, Post Office Box 248 Paulsboro, New Jersey for the following locations within Paulsboro Public Schools grounds:

Project 1 Billingsport Early Childhood Center Lawn, Courtyards and Beds

Project 2 Loudenslager Elementary School Lawn, Beds and Courtyard

Project 3 Green Acres fields behind Loudenslager Elementary School Lawn

Project 4 Paulsboro High School and Administration Building Lawns and Beds excluding the athletic complex (Bennett, Battaglia & Rastelli Fields)

Project 5 Bennett Fields Athletic Complex (Bennett, Battaglia and Rastelli Fields) Lawns

Project 6. Clear debris from ditch near railroad tracks and Penn Line Avenue

Cost of the agreement is $34,345. This contract covers the period July 1, 2015 through June 30, 2016.

Informational: JV’s Landscaping also performed these services during the 2014-2015 school year. The bid was advertised in the South Jersey Times on May 24, 2015.  Interested bidders took a tour of the district that was conducted by Supervisor of Facilities Jack Henderson on Monday June 1, 2015.  The Business Administrator received and opened sealed bids on Tuesday June 9, 2015 at 2:00 pm in the conference room of the Administration Office. The results of the bid opening are as follows:

|  |  |
| --- | --- |
| **Company** | **Grand Total of all projects listed above** |
| JV’s Landscaping | $34,345.00 |
| Moon Site Management | $53,354.67 |
| All Green Turf Management, Corp | $58,295.00 |
| John Higgins LLC d/b/a Higgins Landscaping | $83,200.00 |

1. Recommend approval to submit an application for Alternate Toilet Room Facilities at

Billingsport Early Childhood Center for Pre-Kindergarten Classroom Number 1 and Kindergarten Classroom Number 2 for the 2015-2016 pursuant to NJAC 6A:26-6.3 (h) 4.ii,iii.

Informational:  Prekindergarten and kindergarten classrooms must include a toilet room.   A school district may elect to use the alternate method of compliance with NJAC 6A:26-6.3(h) 4.ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.  Billingsport Early Childhood Center was designed to include enough classrooms with toilet rooms to meet this requirement.  Currently, some grade 1 and 2 classes are using the classrooms with toilet rooms.  If classes are reassigned, there may be no need to request the above waiver.  The Interim Superintendent is reviewing this matter and will only use the waiver if absolutely necessary.  The Executive County School Business Administrator will inspect the building prior to approving the waiver.  The district has used the waiver approach for a number of years.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

Interim Superintendent withdrew Item B:

* 1. Recommend approval for Hinman/Cunard 45+ Men’s Softball to use the Paulsboro High School Junior Varsity Softball Field from June 24, 2015 through August 26, 2015 on Wednesdays from 6:45PM until dusk.

Informational: On May 7, 2015, the Board of Education approved this organization to use the Junior Varsity Softball Field on Tuesdays and Thursdays. The above recommendation also authorizes the use of the field on Wednesdays.

G. Informational

1. Clerk of the Works Phase One Regular Operating District (ROD) Projects

The Interim Superintendent consulted with Architect of Record Robert Garrison concerning the need for a Clerk of the Works for Phase One of the ROD projects. Phase One includes roof replacement, brick veneer repairs and heater control installation at Loudenslager Elementary School as well as heater control installation at Billingsport Early Childhood Center.

South Jersey Technology Partners (SJTP) provides some oversight for its 3% fee. This includes review of AIA documents and shop drawings for the contractor. The roofing manufacturer provides daily field reports during all roofing activity. Garrison Architects will also conduct bi-weekly meetings (more frequently if needed). The architect will review all shop drawings for conformance with the plans and specification.

It is Mr. Garrison’s professional opinion that a Clerk of the Works is not needed for Phase One. He does feel that a Clerk of the Works will be valuable for later phases of the project.

1. **SCHOOL SAFETY**

Motion by Hamilton, seconded by Shaw to accept the Interim Superintendents recommendation to approve items A & B:

1. Recommend the use of Paulsboro High School as an emergency evacuation site for the

Paulsboro Boys & Girls Club.

Informational: The Board of Education has approved this arrangement for the past few years.

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) for students in grades Pre-kindergarten – 8.

ROLL CALL

Roll Call Vote: Mrs. Dunn, Mr. Hamilton, Mr. Lisa, Mrs. Lozada-Shaw, Mrs. Stevenson, and Mr. Walter voting 6 YES; Ms. Eastlack, Mrs. Giampola, Mr. Hughes, and Mr. Ridinger 4 ABSENT.

Motion carried

**Harassment, Intimidation and Bullying (HIB) Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| LES050615001 | 5/6/2015 | Complete | Non-HIB | Nicole Crosby, Anti-Bullying Specialist | Detention | Increased supervision, student is now only permitted to use the nurse’s restroom. |
| LES050115001 | Various | Complete | Non-HIB | Nicole Crosby, Anti-Bullying Specialist | NA | Warning of expectations, switched desks to separate students, and moved supervision monitoring students actions |
| PHSJR051915001 | 5/19/2015 | Complete | Non-Actionable HIB | John Giovannitti, Anti-Bullying Coordinator | NA | NA |
| PHSJR051315001 | 5/13/2015 | Complete | Non-HIB | Christie Rego-Konzik, Anti-Bullying Specialist | Out of School Suspension 3 days | Parent Conference |

Informational: The New Jersey Department of Education requires all suspected cases of HIB to be investigated. Some of these cases are confirmed as HIB incidents. At the end of each investigation, the Superintendent must officially act on the case. In general, 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.

1. Informational
2. 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 circa September for the prior school year.

**Violence, Vandalism and Substance Abuse Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Case Number** | **Date of Incident** | **Status of Investigation** | **Nature of Case** | **Names of Investigators** | **Type and Nature of Discipline Imposed** | **Cost of Vandalism** |
| LOUD009 | 5/15/2015 | Complete | Violence - Fight | Phillip Neff | Out of School Suspension - 2 days (Student 1), 3 days (Student 2) | NA |
| LOUD010 | 5/15/2015 | Complete | Violence - Fight | Phillip Neff | Out of School Suspension 2 days | NA |
| LOUD011 | 5/18/2015 | Complete | Violence - Threat | Phillip Neff | Conference with the teacher, parent, administrator, and counselor | NA |
| LOUD012 | 5/19/2015 | Complete | Violence -Threat | Phillip Neff | Out of School Suspension - 1 day | NA |
| LOUD013 | 5/21/2015 | Complete | Violence - Threat | Phillip Neff | Out of School Suspension - 1 day | NA |
| LOUD014 | 5/26/2015 | Complete | Violence - Fight | Phillip Neff | Out of School Suspension - 5 days | NA |

2. Emergency Management Manual - Update

District Mathematics Coach Matthew Browne is in charge of updating the Emergency Management Manual for the Paulsboro Public Schools. On June 16, 2015, Emergency Management Coordinator Alphonso Giampola, Deputy Chief of Police Vern Morino, Project Leader Matthew Browne and Interim Superintendent Walter Quint reviewed the Emergency Management Manual and did a building walk-thru. As a result of this review, final changes will be made prior to presenting the document to the Board of Education.

3. 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, 6/8/15 | 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, 6/5/15 |
| 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, 5/20/15 | 3/2/15, 5/20/15, 6/16/15 |
| Active Shooter | Each school must conduct two annually | 12/22/14, 2/27/15 | 12/12/14, 2/23/15 | 12/5/14, 6/10/15 |
| Other Drills | Each school must conduct two annually | Shelter In Place  10/2/14 | Shelter In Place 9/15/14, 6/11/15 | Shelter In Place  2/3/15 |
| Bus Evacuation | Conduct two annually | 11/3/14,10/14/14,11/4/14 | 10/16/14,10/14/14,4/22/15 | 11/4/14, 10/10/14,10/9/14,10/14/14,4/20/15,4/21/15 |
| 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 COMMENT**

None

**EXECUTIVE SESSION**

Motion by Lozada-Shaw, seconded by Walter and unanimously carried (6-0) to go into executive session at 9:08pm.

BE IT RESOLVED: The Paulsboro Board of Education adjourned to Executive Session to discuss candidates for the position of Superintendent of Schools, Conrail litigation, and personnel matters the results of which may be made known upon return to regular session or when conditions warrant.

**PUBLIC SESSION**

Motion by Lisa, seconded by Hamilton and unanimously carried (6-0) to return to public session at 9:08pm.

**NEXT PUBLIC SESSION**

Monday, July 27, 2015 - 7:00 PM

Regular Meeting – Paulsboro High School Library

• The Board will take official action at this meeting.

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

Motion made by Stevenson, seconded by Walter and unanimously carried (6-0) to adjourn the meeting at 9:10p.m.

Regular Meeting recessed at approximately 8:14 p.m.

Executive Session convened at approximately 8:14 p.m.

Executive Session recessed at approximately 9:10 p.m.

Regular Meeting reconvened at approximately 9:10 p.m.

Regular Meeting adjourned at approximately 9:10 p.m.

Respectfully submitted,



Business Administrator/Board Secretary