

# PAULSBORO PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING  
PAULSBORO, NEW JERSEY

## AGENDA

**MONDAY, JANUARY 23, 2023**

**Paulsboro Junior / Senior High School Auditorium  
670 N. Delaware Street  
Paulsboro, New Jersey 08066**

**There will be no remote or Zoom access to this meeting. Members of the public who wish to attend will need to follow all COVID-19 protocols upon entry.**

6:00 p.m.

**Board of Education Executive Session**

7:00 p.m.

**Board of Education Meeting**

- 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.

### MISSION STATEMENT

*The mission of the Paulsboro School District is to work with students, parents, educators, and community to develop excellence in education while preparing each student to be viable and productive citizens in society. Our goal is to develop the unique potential of the whole student by creating a challenging and diverse learning climate that prepares students for the 21st Century and is rich in tradition and pride.*

### CALL TO ORDER

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on the original date of Wednesday, July 27, 2022 and Monday, September 26, 2022 for the change of the October Meeting date from Monday, October 24, 2022 to October 17, 2022 due to the members attending the NJSBA 2022 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education. The 2022-2023 Board of Education schedule of meetings was readopted by the Board of Education at the Reorganization Meeting on January 9, 2023 that reflected the change to the Reorganization Meeting date changed from January 3, 2023 to January 9, 2023 and February 27, 2023 "Day of the Week" changed from Tuesday to Monday.

In addition, an announcement that this meeting would be conducted in public was placed on the district website, Facebook and Twitter. A phone blast announcement was sent to alert citizens that the information about the public meeting is available on the district website, Facebook and Twitter. As usual, notice of the meeting was posted in Paulsboro Borough Hall and sent to the newspapers.

### ROLL CALL

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo and Student Member Anaiah Hill.

### EXECUTIVE SESSION

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

### PLEDGE OF ALLEGIANCE

**PRESENTATIONS**

1. January’s *Raider Report* presented by Loudenslager Elementary School Teachers Krista Lange and Tara Stahl
2. Student of the Month Awards for November and December 2022:

<b>Billingsport Early Childhood Center</b>	<b>Loudenslager Elementary School</b>
<p><b><u>Preschool</u></b> November-Zyanna Stranahan December-Savanna Floyd</p> <p><b><u>Kindergarten</u></b> November-Zoe Vazquez December-Benjamin Rego</p> <p><b><u>1st Grade</u></b> November-Oliansy Romero Rivera December-Kavita Trump</p> <p><b><u>2nd Grade</u></b> November-Jae’lah Mays December-Xi’Ann Conquest-Ford</p>	<p><b><u>3rd Grade</u></b> November - Ja’Layah Mitchell December - Nathan Tavares</p> <p><b><u>4th Grade</u></b> November - Jahzir Wright</p> <p><b><u>5th Grade</u></b> November - Arthur Griffin December - Ayanna Jones December - Dionisio Jimenez</p> <p><b><u>6th Grade</u></b> November - Jose Alvarado December - Kennedy Athey-Berry</p>

*Following this presentation the Paulsboro Education Association invites the families and the Board of Education Students of the Month for light refreshments in the cafeteria.*

2. Start Strong Assessment presentation of results by Director of Curriculum, Instruction and Assessment Christine Lindenmuth,

**Informational:** The New Jersey Quality Single Accountability Continuum (NJQSAC) requires districts to inform local school boards of student-level state assessment results. The Start Strong Assessment for individual students for English language arts, mathematics and science were administered to students in fall 2022. The assessments are aligned to specific learning standards from the previous grade level or high school course with the primary purpose of providing instructional information to classroom teachers about students’ needs for additional support upon their return to school in the fall of 2022.

3. Paulsboro Public Schools Nutrition Programs presented by NutriServe Vice President Chad Rockovits and Operations Manager Dan Witkowski. (**Attachments**)
4. Presentation on recording the Board of Education Meetings by Director of Technology Shaun O'Bryant.

**RESOLUTION** – None at this time.

**PUBLIC COMMENTS – ITEMS UNDER THE JURISDICTION OF THE BOARD OF EDUCATION**

At this time, the public may address the Board of Education. Please record your name, address, and contact information in the red book on the table.

**CORRESPONDENCE** – None at this time.

## NEW BUSINESS

### A. JANUARY 2023 IS THE NEW JERSEY SCHOOL BOARD RECOGNITION MONTH



*Paulsboro Public Schools Staff and Community want to thank our Board Members for their vital role they serve in the lives of our children's education.*

New Jersey's local boards of education play an essential role in our students' lives. They oversee 580 school districts, which in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing, and staffing.

New Jersey's local school board members devote countless hours - with no compensation - to the oversight and advancement of our children's education.

January 2023 is the 22st annual School Board Recognition Month in New Jersey, a time to raise public awareness of the role and responsibilities of local boards of education and to thank your community's school board members for their efforts.

*Thank you!*

**OLD BUSINESS:** – None at this time.

**PENDING ITEMS:** – None at this time.

**BOARD BUSINESS:** – None at this time.

### REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

### REPORT OF THE SUPERINTENDENT

### EXECUTIVE SESSION

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

### NEXT MEETINGS OF THE BOARD OF EDUCATION

#### Regular Meeting

**Monday, February 27, 2023 at  
7:00p.m. in the  
Paulsboro High School Auditorium**

- The Board will take official action at this meeting.
- The meeting is open to the public and comments will be solicited from citizens in attendance.

### MOTION TO ADJOURN

## REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

**RECOMMEND APPROVAL OF A – C:** The Greenwich Township Representative may vote on items in this section of the agenda.

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

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

Regular Meeting

December 19, 2022

Reorganization Meeting

January 9, 2023

B. Approval of the December 2022 transfers. (**Attachment**)

C. Approval for payment of bills that are duly signed and authorized. (**Attachment**)

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

## REPORT OF THE SUPERINTENDENT OF SCHOOLS

**NOTE: ALL RECOMMENDATIONS IN THE REPORT OF THE SUPERINTENDENT ARE MADE  
“UPON THE RECOMMENDATION OF THE SUPERINTENDENT.”**

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

A. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.

B. Recommend approval of the substitute teachers on the attached list from ESS (formally known as Source 4 Teachers). (**Attachment**)

Informational: The Board of Education has a contract with ESS to provide substitute teachers for the district. ESS verifies proper certification, Criminal History Background checks, etc. The Paulsboro Board of Education must then approve the names of the

C. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, February 27, 2023 meetings of the Board of Education.

Informational: “Letter of Intent” authority authorizes the Superintendent to offer positions to candidates prior to the next meeting of the Board of Education. At its next meeting, the Superintendent will request the Board of Education to approve these appointments. The Superintendent will only use letters of intent when absolutely necessary. The letter of intent authority will not be used for administrative or supervisory positions.

D. Recommend approval for the following personnel to hang their boiler licenses for the 2022 - 2023 school year with a stipend of \$694.00.

John Swanson

Informational: Past practice has been that the Supervisor of Support Staff Jack Henderson was approved for this Stipend being reimbursed.

E. Recommend approval to make the current part-time Business Office Clerk a full-time position. The District would like to post the position immediately and begin the interview process. The position was previously a full-time position, when the position was held by Karen Minniti who retired June 30, 2020.

Informational: The position is currently a part-time position held by Mrs. Lisa Capasso. Mrs. Capasso has submitted her resignation letter effective January 2023. The Part-time Clerk position is responsible for accounts receivable, accounts payable, purchasing and general business office duties. The Executive County Business Official has expressed concerns in the past that the Business Office is understaffed. Making the Business Office Clerk a full-time position will create additional capacity. Current part-time job description is attached for reference purposes.

- F. Recommend approval to appoint Jenny O'Malley to the full-time position of Business Office Clerk. Ms. O'Malley will earn prorated \$50,000.00. This is a 12 month non-union represented position. This recommendation is contingent upon completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: If approved, Ms. O'Malley will replace Mrs. Lisa Capasso who is ending her employment with the District after returning to the District in 2022 to assist the Business Office on a temporary basis. Two experienced candidates with business office experience were selected and interviewed for the position. Ms. O'Malley has twenty years of Business Office experience, including financial experience with accounts receivable, accounts payable, purchasing, account analysis, and vendor management. She also holds an Associates Degree in Accounting.

- G. Recommend approval for the following job descriptions:

1. 12 Month Director of Safety and Security (**Attachment**)

- H. Recommend approval to accept the resignation of the Child Study Team Secretary Chardae Ingram effective February 14, 2023.

Informational: Ms. Ingram has served our district for 2 years.

- I. Recommend approval for Rowan University Student Rose Clark to complete her Practicum in Student Assistance Coordinator with Paulsboro Junior/Senior High School Guidance Counselor Lessie Jean Brown during the 2022-2023 school year.

Placements will be the following:

Spring 2023 - Frequency of Visit: To be arranged with on-site mentor/supervisor.

Informational: Each Student Assistance Coordinator practicum candidate is required to spend approximately 300 clock hours during the Practicum in Student Assistance Coordinator. This course is designed to provide students with an opportunity to 1) gain practical experience in individual counseling, group counseling, 2) critique live counseling sessions, 3) develop a personal approach to counseling within a sound theoretical framework, 4) conceptualize client's problems with consideration to context and the client's characteristics, and 5) use referral and community resources in a school setting to align with requirements of Student Assistance Coordinator (SAC) NJ Department of Education Requirements. \*Subject to Change based on NJ Department Certification Requirements. The candidate will also be supervised by a university supervisor from Rowan University.

**PERSONNEL J - Q:** The Greenwich Township Representative may not vote on items in this section of the agenda.

- J. Recommend approval to appoint George Maier to the position of Loudenslager Elementary School Teacher Grade 5 Special Education for the remainder of the 2022-2023 school year. Mr. Maier will earn prorated Step D – MA+30 - \$53,482.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of a criminal history background review. Resume and /or application are on file in the Administration Building.

Informational: Mr. Maier has four years experience as a special education teacher in the Paul Robeson Charter School in Trenton, New Jersey and will fill the position vacated by Francine Faltz whose resignation was approved by the Board of Education at the November Board of Education Meeting. Interviews and reference checks were conducted by Loudenslager Elementary School Principal, Mr. Matthew Browne and Director of Special Services, Mrs. Stacey Dimeo.

- K. Recommend approval to accept the resignation of Paulsboro Junior High School Math Teacher Anthony Lelionis effective date will be January 29, 2023 or when this position is filled.

Informational: Mr. Lelionis has served the Paulsboro Public Schools for 3 years. Per the teacher contract, they may at any time give 60 days’ notice in writing of their intention to terminate. Mr. Lelionis gave his notice on November 29, 2022.

- L. Recommend approval to accept the rescinding of the Resignation Letter from Billingsport Early Childhood Center Master Teacher Latisha Thomas effective January 5, 2023.

- M. Recommend approval to change the degree status for Paulsboro Junior High School Math Teacher Douglas Foglein BA Step G \$52,122.00 to BA+30 Step G – \$53,322.00 effective February 1, 2023.

- N. Recommend approval to appoint Mary Morris to the position of Classroom Aide at Billingsport Early Childhood Center. Ms. Morris will earn prorated Step 3 - \$27,041.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Morris has nine years of experience. Interviews were conducted and references were checked by Billingsport Early Childhood Center Principal Tina Morris and Loudenslager Elementary School Principal Matthew Browne.

- O. Recommend approval of the voluntary transfer of Noreen DeMarco from the position of Billingsport Early Childhood Gifted and Talented Teacher to the Paulsboro Junior / Senior High School Business Teacher effective start date will be February 1, 2023. Ms. Demarco will remain at her current salary of BA Step I \$54,122.

Informational: Ms. DeMarco will replace Gina Morina who has retired

- P. Recommend approval to accept and apply the carryover funds for the 2022-2023 Elementary and Secondary Education Act grant for the following salary amounts funded through the Federal Elementary and Secondary Education Act (ESEA)/Title I funds for the 2022-2023 School Year.

<b>Staff Member</b>	<b>Building</b>	<b>Salary</b>	<b>%</b>	<b>Grant Funded Amount</b>
James Hasegawa	PJHS	\$75,309.00	70%	\$53,000.00

Informational: Mr. James Hasegawa was hired as the replacement teacher for Mr. William Brown in the Junior High School. Approximately 70% of Mr. Hasegawa’s salary will be paid for through ESEA funds replacing Mr. Brown.

- Q. Recommend approval to accept the resignation of Billingsport Early Childhood Center Part Time Playground/Cafeteria Aide Rose Jenkins effective January 27, 2023.

**STAFF AND CURRICULUM DEVELOPMENT:**

**A. Informational - Enrollment and Class Size:**

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

<b>Grade</b>	<b>Enrollment - January 15, 2023</b>							
	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Pre- School Age 3 & 4	57	68	63	79	82	48	58	71
K	104	97	92	102	96	77	76	82
1	111	86	94	84	86	85	82	74
2	79	86	80	83	78	81	85	74
3	56	65	100	90	79	90	89	97
4	65	70	60	103	82	81	88	82
5	64	60	71	61	97	86	82	89
6	53	82	60	71	56	98	84	84

Grade	Enrollment - January 15, 2023							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
7	73	71	92	68	72	61	101	90
8	62	77	68	90	67	71	66	101
Self-Contained Special Education Billingsport/Loudenslager*	26*	27*	19*	20*	22*	13	26	27
Grand Totals	750	789	799	851	817	791	837	871

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

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

Grade	Enrollment – January 15, 2023							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
9	63	82	92	94	108	100	112	100
10	82	76	81	83	86	101	97	106
11	80	77	64	78	73	76	84	90
12	78	98	84	63	85	84	77	96
<b>TOTAL</b>	<b>303</b>	<b>333</b>	<b>321</b>	<b>318</b>	<b>352</b>	<b>361</b>	<b>370</b>	<b>392</b>

3. The following chart presents the class sizes for Billingsport Early Childhood Center and Loudenslager Elementary School:

Grade	Number of Students per Class as of January 15, 2023						
	Pre-School	12	12	12	11	12	12
Kindergarten	20	20	20	22			
1	19	19	17	19			
2	19	19	18	18			
3	26	23	24	24			
4	20	21	20	21			
5	24	22	21	20	2		
6	20	20	21	22	1		
Special Education	3	10	10	4			

**INSTRUCTIONAL SERVICES A - D:** The Greenwich Township Representative may vote on items in this section of the agenda.

A. Recommend approved to make corrections to the approved *Item A* under INSTRUCTIONAL SERVICES on the June 27, 2022 agenda. The schedule for the half days should include January 27, 2023 following the specific exam times listed below. A Grab-n-Go lunch will be provided daily from 12:15pm – 12:30pm.

**Midterms:**

January 23, 2023	8:00am - 10:15	Period 1 - Subject Exam
	10:30am - 12:30	Period 8 - Subject Exam
January 24, 2023	8:00am - 10:15	Period 2 - Subject Exam
	10:30am - 12:30	Period 7 - Subject Exam
January 25, 2023	8:00am - 10:15	Period 3 - Subject Exam
	10:30am - 12:30	Period 6 -Subject Exam
January 26, 2023	8:00am - 10:15	Period 4 - Subject Exam
	10:30am - 12:30	Period 5 - Subject Exam
January 27, 2023	Full Day of School	Make ups

**Finals:**

June 5, 2023	8:00am - 10:15	Period 1 - Subject Exam
	10:30am - 12:30	Period 8 - Subject Exam
June 6, 2023	8:00am - 10:15	Period 2 - Subject Exam
	10:30am - 12:30	Period 7 - Subject Exam

June 7, 2023	8:00am - 10:15	Period 3 - Subject Exam
	10:30am - 12:30	Period 6 - Subject Exam
June 8, 2023	8:00am - 10:15	Period 4 - Subject Exam
	10:30am - 12:30	Period 5 - Subject Exam
June 9, 2023	8:00am - 12:30	Make ups

Informational: Midterm and final exams fulfill two important academic objectives: to measure student integration of instructional material and end-of-semester evaluation of student achievement. Students who participate in exams such as these are better prepared for the real world as their skills in participating in high stakes testing necessary in many college, military and career settings are improved. A half-day exam schedule helps organize a student's time in school and focuses attention on what needs to be achieved for the day.

Transitionally, mid-term and final exams will each count 5% toward a subject's final average for the year (a total of 10% of the final grade). Students who earn an average of 95% or better prior to the administration of either the midterm and/or final exam can be exempt from the assessment.

- B. Recommend retroactive approval for Paulsboro Public Schools Health and Physical Education (HPE) Teacher Brenda Caltabiano to attend an HPE Curriculum Consortium work session in Woodbury Public School District. The workshop was scheduled on July 18, 2022 from 8:00am – 11:00pm. Costs associated with attending the workshop did not exceed \$120.00 and will be paid utilizing Elementary and Secondary School Emergency Relief (ESSER) II grant funds.

Informational: The Gloucester County Curriculum Consortium organized a work session at Woodbury High School for anyone interested in working collaboratively on updating the Health and Physical Education curriculum to align with the newest version of the New Jersey Student Learning Standards. Topics that were covered in the workshop included addressing the Opt-Out Option and updating the Health and Physical Education curriculum to integrate all required NJ Student Learning Standards for HPE. Attendees left with shared documents and resources to utilize while making the necessary adjustments to local curricular documents.

- C. Recommend approval for Paulsboro Public Schools staff members, Christine Lindenmuth, Phillip Neff, Shamima Nasrin, Christine O'Malley and Paul Morina to visit area schools for the purpose of planning the physical STEAM Center/Maker Space in Paulsboro Junior/Senior High School.

Informational: At its September 24, 2018, meeting the Paulsboro Board of Education approved a recommendation to “implement a STEAM Academy in the Paulsboro Public Schools for Kindergarten through 12<sup>th</sup> Grade.” By visiting existing and successful STEAM centers in area schools, this team of educators will collaborate on the redesign of the Paulsboro Junior/Senior High School library and construction technology spaces, thereby making the final phase of the districtwide STEAM Academy a reality within the Paulsboro Public Schools.

- D. Recommend approval for Paulsboro High School Guidance Counselor Melba Moore-Suggs to attend an information session at Rowan University titled, “Rowan University Engineering Technology Information Session”. This workshop will take place on Wednesday, February 8, 2023 from 8:30 am to 1:00 pm. There will be no cost to the District for this staff member to attend.

Informational: The College of Engineering at Rowan University is holding an information session that will highlight their newly developed programs leading to a Bachelors' Degree in Engineering Technology at Rowan University. These programs are developed in a manner in which the first two years of the program are completed at a community college which then transitions seamlessly to Rowan University for the remaining two years.

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

- E. Recommend approval for Loudenslager Child Study Team Social Worker Charisse Generette and Loudenslager and Guidance Counselor Marcelina Guzman to attend a two-part webinar series entitled, “Looking at Mental Health Care through a Cultural Lens”. The first session



will occur on Thursday, January 9, 2023 from 10:00am – 12:00pm and the second will convene on Thursday, February 9, 2023 from 10:00am – 12:00pm. There will be no cost to the District for these staff members to attend.

Informational: The New Jersey Child Placement Advisory Council (NJ-CPAC) and the National Alliance on Mental Illness of New Jersey (NAMI NJ) is hosting this virtual live webinar series. Participants will learn about the ways NAMI NJ applies cultural humility to tailor engagement and support for children and families from different growing cultures in our community.

- F. Recommend approval for Billingsport Early Childhood Center Psychologist, Kayla Kushner to attend virtual sessions for the National Association of School Psychologists 2023 Annual Convention. The workshop begins on February 7, 2023 and ends on February 10, 2023. The cost to register for the virtual sessions is \$409.00 and will be funded through the American Rescue Plan – Elementary and Secondary School Emergency Relief (ARP-ESSER) grant.

Informational: The National Association of School Psychologists (NASP) conducts an annual convention in which the most up-to-date, evidence-based psychological services are explored. By attending the NSAP 2023 Virtual Annual Convention, Ms. Kushner will be able to participate in sessions that will help address issues that face the District, learn strategies and techniques in approaching specific cases, and collaborate with professionals nationwide. Ms. Kushner will be able to provide professional development to staff in the District on current best practices in school psychology.

**STUDENT ACTIVITIES A - D:** The Greenwich Township Representative may vote on items in this section of the agenda.

- A. Recommend approval for the Paulsboro High School Grades 9-12 National Honor Society qualifications for entry are as follows:

- Non-rounded, weighted 90.0 cumulative GPA after 4 semesters as a Junior and after 6 semesters as a Senior.
- Maintenance of a weighted 90.0 cumulative GPA after induction.
- Outstanding character.
- Continuous tangible & verifiable evidence of service and leadership in grades 9 through 12.
- Membership in at least three extra-curricular activities per year for grades 9, 10, 11 and 12. Consistent participation in activities is encouraged.
- After selection, participation of mandatory NHS events (meetings and activities) is required.
- Eligible students will receive a Letter of Eligibility through the mail during the summer prior to the start of their junior and/or senior year.

Informational: The National Honor Society is an organization in which the membership consists of intelligent and well-rounded high school student leaders, whose integrity and commitment to service of their community and school are evident and tangible.

You cannot join NHS. You must be inducted. Only Juniors and Seniors who are academically eligible will be considered. However, if belonging to NHS is a goal of yours, your activities as a Freshman and Sophomore are critical.

- B. Recommend approval for the PJHS/PHS Marching Band to take a trip to Busch Gardens, Williamsburg, Virginia and Jamestown, Virginia on Friday, May 19, 2023 through Sunday, May 21, 2023. The purpose of the trip is for the students to have an opportunity to compete with fellow marching bands from across the country in the Music in the Parks Festival. During the trip, students will also visit and explore historic Jamestown and Williamsburg to learn about the history of music from the Civil War.

Cost to the Board of Education includes school bus transportation and the coverage for two (2) teachers for Friday, May 19, 2023. Multiple fundraisers will be available throughout the year to bring down the cost of the trip for all involved.

Number of Students: 40

Cost per Student: Approximately \$350

One Administrator and 6 chaperones will be attending the trip:

Paul Morina – Paulsboro High School Principal  
Jenna Ouellette – Band Director  
Tyler Graves – Assistant Band Director  
Kimberly Stotsenburg - volunteer and Band Booster member  
Jennifer Breedlove – volunteer and Band Booster member  
Deborah Nitowski – volunteer and Band Booster member  
One additional chaperone TBD closer to the trip date

Details of events, places, times, and costs are included in attached itinerary (Itinerary is approximate and subject to change) (**Attachment**)

Informational: Our Marching Band will compete with other marching bands from across the country as a culmination of the last few years of the group’s progress, hard work, and dedication. In 2016, the marching band competed in Cedar Point, Ohio on a 3-day trip, taking home a trophy of excellence for 2nd place and has grown from that experience. We are aiming to build confidence, teamwork, and pride within this group by challenging them to compete against other marching bands and give them a goal to work towards. While in the area, the band will be visiting historic Jamestown, Virginia to align with current curriculum they are learning in history classes in addition to tying it in with music from Jamestown’s history. The students will also visit historic Williamsburg, Virginia to learn about the history of music from the Civil War. The students will be given a music history assignment to complete while touring Williamsburg and a history assignment while touring Jamestown. This aligns with the NJ Core Standard: AR.9-12.1.5 - [Standard] - All students will understand and analyze the role, development, and continuing influence of the arts in relation to world cultures, history, and society.

- C. Recommend approval for the Paulsboro Wrestling Team to participate in the following Wrestling Championship Tournaments: Group 1 Play-off and Finals, District Finals, Regional Finals and the State Finals. Expenditures include lodging and meals and will not exceed \$9,215.00. Source of Funds: Local funds

Informational: Approval is requested for the wrestling team to participate in several play-off and tournament events. However, the team’s participation is contingent on them qualifying for each event. Cost includes lodging and meals.

**Group I Play-off and Finals**

Location: tbd

Semi-Finals February 10, 2023

Finals – February 12, 2023

Rooms – approximately 10 @ \$150.00 = \$1,500.00

Meals – Breakfast and Lunch 22 @ \$30.00 = \$ 660.00

Incidentals \$ 340.00

Total cost not to exceed \$2,500.00

**Districts February 18, 2023**

Total cost not to exceed \$1,062.00

Location: Collingswood, NJ

Meals 18 @ \$59.00=\$ 1,062.00

**Regionals February 24 & 25, 2023**

Location: Moorestown, NJ

Feb. 24th Meals approximately 16 @\$40.00 \$ 640.00

Feb. 25th Meals approximately 59 @\$40.00 \$ 944.00

Total cost not to exceed \$1,584.00

**States March 1-4 2023**

Location: Atlantic City, NJ

Meals 12 @\$59.00 for 3.5 days \$2,124.00

Lodging 3 nights/12 rooms \$1,945.00

Total cost not to exceed \$4,069.00

**Grand Total: \$9,215.00**

- D. Recommend approval for the Paulsboro Junior-Senior High School students who earned Gold and Red Renaissance Cards to attend the annual “Pasta with the Principal” luncheon at the Paulsboro Sportsman’s Club in Paulsboro, New Jersey on February 23, 2023 between 11:15am and 1:00pm. Paulsboro High School Principal Paul Morina is in charge of this activity. Cost to the Board of Education is \$28.35 for school bus transportation (bus driver and gasoline).

Informational: The Renaissance Program recognizes students who have excellent grades, excellent attendance and excellent behavior records. The Sportsman’s Club hosts the event free of charge. The Renaissance account is used to pay for the food and the meal is prepared by volunteers.

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

- E. Recommend approval for Paulsboro High School to host the Colonial Conference Middle School Wrestling Tournament on Saturday, February 4, 2023 from 8:00am-4:00pm.
- F. Recommend approval for the Paulsboro High School Jazz Band to conduct a concert at Billingsport Early Childhood Center on Wednesday, March 15, 2023.

Informational: The Jazz concert will be used as an avenue to expose the students to different genre of music. The concert will be coordinated by Loudenslager Elementary School Instrumental Band Teacher Brian Betz and Paulsboro High School Instrumental Band Teacher Jenna Ouellette.

- G. Recommend approval for Loudenslager Elementary School to hold its annual Black History Month Celebration on Tuesday, February 28, 2023.

Informational: Loudenslager Elementary School has a long standing tradition of celebrating Black History Month through the implementation of student-centered projects, lessons, and activities during the month of February. This year, these projects will be featured as part of a living museum program that will be open to parents and the community.

- H. Recommend approval for the Paulsboro High School Jazz Band to play a concert at Loudenslager Elementary School on Thursday, March 9, 2023.

Informational: Prior to the pandemic, the Paulsboro High School Band had visited Loudenslager Elementary School for a concert as a means to promote the music program at Paulsboro Junior/Senior High School. This music concert will be coordinated by Loudenslager Instrumental Band Teacher Brian Betz and Paulsboro High School Instrumental Band Teacher Jenna Ouellette.

## **CONSTRUCTION UPDATES:**

**Safety Grant:** The District is ready to move forward on plans for Safety Vestibules for each of the buildings. Drawings were received from Garrison Architects to complete the vestibules and install Access Control Systems for the doors and Security Cameras. Using the Camden County Educational Services Cooperative Pricing system, a quote has been received to complete the brick-and-mortar portion of the vestibules that is within the funding limit of the Safety Grant Award. We will look for additional funding sources to complete the project at a later date but are moving forward with this critical project so that we can get this into the construction material supply chain.

### **Informational: ROD and Non-ROD Grants**

District Consultant Frank Domin has established contact with and conducted meetings with the official at the School Development Authority (SDA) charged with the Paulsboro projects that are jointly funded by the 2015 Bond Referendum and SDA. All parties are reviewing and familiarizing themselves with the projects since they have been dormant for approximately four years.

The first task is to assemble all of the required documents to apply for reimbursement from SDA for projects that are at the 65% completion level. When this information is submitted to and approved by SDA, reimbursement will be paid to the district.

The second task is to determine what facilities upgrade are included in the application to SDA. It appears that some of the items in the application to SDA were not part of the original scope of the bond referendum. On the other hand, some items included in the original scope of the project seem to have been “de-scoped” which removed them from funding consideration by SDA. Mr. Domin, working with representatives of SDA and School Architect Robert Garrison has resolved these concerns. All parties now agree that the project is now just as it was presented to the public for the 2015 bond referendum.

The SDA official emphasized the importance of beginning work on those items that all parties agree are within the scope of the projects. The work needs to be completed quickly for two reasons. First, the projects are critical repairs to district facilities. Second, to protect the funding available by SDA. Mr. Domin is now working with the School Architect and Camden County Special Services School District in order to restart projects. It seems likely that within a month or two, the Board of Education will be able to award contracts for projects such as heater controls, drainage projects, etc. so that the work begun in 2015 can move forward.

**January 2023 Update**

**ESIP Energy Savings Improvement Program:** We have been working with the ESIP provider to apply for additional Federal Energy Grants that can be used to enhance the proposed energy savings plan. These are competitive grants. One grant has a deadline to be submitted January 25, 2023 that if approved will be for classroom unit ventilators. We have very exciting news, having received approval for a FIVE Million dollar grant from the Schools and Small Business Energy Efficiency Stimulus Grant. This is the maximum that could be received. Paulsboro was approved for \$6.7 million because the District is required to cover 25% of the costs. Even better news is that the grant will be rolled into the ESIP which will use the future energy savings to finance the District share. The Grant has short time lines for completion, one year, but we will be up for the challenge.

**ROD Grant Program:** We have been in contact with the State representative that is reviewing our Grant submissions. Now that the High School projects have been submitted for reimbursement, they will begin processing reimbursements for one of the other two schools. They will only work on one school at a time. There have been two submissions, one each for the Billingsport and Loudenslager Schools. We have learned that some of these documents have been sitting at the State for five years. We are told they will be reviewed in the next two weeks and we will receive a detail of deficiencies so that we can move forward with seeking reimbursements.

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

- A. Recommend authorization for the Superintendent to approve the following organizations to use school facilities as listed for the 2022-2023 school year. This recommendation is contingent on each group filing the appropriate request and verification of insurance.

ORGANIZATION/ PERSON	ACTIVITY	FACILITY	CONTACT
Paulsboro Recreation Commission	Black History Month Program February 24, 2023 5:00pm – 8:00pm	PHS Auditorium	Jennifer Turner
Hall of Distinguished Alumni	Induction of Alumni Class of 2023 Saturday, April 1, 2023 11:00 – 3:30	PHS Auditorium and Cafeteria	Paul Morina

**FACILITIES B:** The Greenwich Township Representative may not vote on items in this section of the agenda.

- B. Recommend authorization for the Superintendent to approve the following organizations to use school facilities as listed for the 2022-2023 school year. This recommendation is contingent on each group filing the appropriate request and verification of insurance.

ORGANIZATION/ PERSON	ACTIVITY	FACILITY	CONTACT
Girl Scouts of Central & Southern Jersey	Troop Meetings Mondays from January 30, 2023 through June 5, 2023. 3:00pm-4:30pm.	Billingsport Designated Classroom	Anna Panaccio

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

A. **AUTHORIZATION TO SIGN WARRANTS ACCOUNTS (CHECKS) AND PURCHASE ORDERS**

**BE IT RESOLVED,** that the following school officials are authorized to sign warrants:

ACCOUNT	AUTHORIZED SIGNATURES	NUMBER OF SIGNATURES REQUIRED ON CHECK
Administration Petty Cash	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2
Agency Account	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2
Athletic	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2
Capital Projects Fund	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2
Payroll	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2
Flexible Spending Account	This account does not issue checks	0
Principal's Account for Billingsport Early Childhood Center	Dr. Roy J. Dawson III Anisah Coppin Tina L. Morris	2
Principal's Account for Loudenslager Elementary School	Dr. Roy J. Dawson III Anisah Coppin Matthew J. Browne	2
Purchase Orders	Dr. Roy J. Dawson III Anisah Coppin	2
Scholarship Fund	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2

ACCOUNT	AUTHORIZED SIGNATURES	NUMBER OF SIGNATURES REQUIRED ON CHECK
Student Activities	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	2
Warrant	Dr. Roy J. Dawson III Anisah Coppin BOE President Joseph Lisa	3
Current	This account does not issue checks	0

- B. Recommend that the Paulsboro Board of Education approve the 2023 State of New Jersey Mileage Reimbursement rate for personal vehicles. State of New Jersey, Department of Treasury Circular 23-22 OMB establishes the 2023 mileage reimbursement rate for personal vehicles of \$0.47 per mile.

Informational: Use of a State-owned vehicle or a State-contracted rental vehicle is the preferred means of ground transportation. Mileage reimbursement for the use of a personal vehicle is not permitted when a State-owned vehicle is available or when a State-contracted rental vehicle is more cost effective.

If a State-owned vehicle is not available or a State-contracted rental vehicle is determined to be less cost effective on designated travel days, a personal vehicle may be used for official business.

Mileage allowance in lieu of actual expenses of transportation is allowed for an employee traveling by personal automobile on official business at the rate authorized by the State Appropriations Act. In accordance with the Fiscal Year 2023 Appropriations Act and until further notice, the mileage reimbursement rate shall be \$0.47 per mile.

It is recommended that Paulsboro Board of Education follow the guidance of the State of New Jersey regarding employee reimbursement for mileage when using personal vehicles for school business.

- C. Recommend approval that the Paulsboro Board of Education adopt the General Services Administration (GSA) guidance on reimbursement of travel expenditures for government employees.

M&IE Total <sup>1</sup>	Continental Breakfast/ Breakfast <sup>2</sup>	Lunch <sup>2</sup>	Dinner <sup>2</sup>	Incidental Expenses	First & Last Day of Travel <sup>3</sup>
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

<sup>1</sup> This column lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.

<sup>2</sup> The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

<sup>3</sup> This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Informational: The GSA sets the travel reimbursement rates for federal employees. In the absence of State Guidance, it is recommended that the Board follow the GSA guidance.

- D. Recommend acceptance of three grant awards from the School and Small Business Ventilation and Energy Efficiency Verification and Repair Program in the amount of \$4,612,088.75. The funds will be used to replace and install new HVAC systems and unit ventilators in each of the district school buildings. The following projects were approved for the award:

<b>Project Name</b>	<b>Location</b>	<b>Award Amount</b>
Application # 68510 – SSB-VEEVR, Pathway 2 – HVAC Replacement/New System Program Grant	Paulsboro Junior/Senior High School	\$2,265,752.75
The funds will be used to replace and install new unit ventilators in each of the school buildings.	Billingsport Early Childhood Center	\$ 984,381.00
The funds will be used to replace and install new unit ventilators in each of the school buildings.	Loudenslager Elementary School	\$1,361,955.00
Total Grant Award		\$4,612,088.75
District’s Contribution at 25%		\$1,153,022.19
Total Funding		<b>\$5,765,110.94</b>

Informational: Paulsboro Public Schools applied for and received a grant award from the *School and Small Business Ventilation and Energy Efficiency Verification and Repair Program*, a program managed by TRC on behalf of the New Jersey Board of Public Utilities. The funds will be used to finance HVAC replacements and unit ventilators at each of the district’s schools. The District is responsible for contributing an additional 25% of the total project cost, which will be funded from anticipated savings from the ESIP program. All work must be completed by the end of the grant period, January 17, 2024 or the funds will be forfeited.

E. Informational - Child Nutrition

The following information summarizes the financial status of the child nutrition program:

<b>Month</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Revenue - Expenses</b>
September	\$92,929.93	\$80,502.79	\$12,427.14
October	\$96,203.94	\$87,374.12	\$8,829.82
November	\$83,492.63	\$77,385.47	\$6,107.16
December	\$75,014.94	\$67,307.77	\$7,707.17
<b>Year to Date</b>	<b>\$347,641.44</b>	<b>\$312,570.15</b>	<b>\$34,438.29</b>

Informational – Breakfast and Lunch Service at all schools during 2022-2023.

<b>Month</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Total Meals Served</b>
September	9,409	14,753	24,162
October	9,732	15,418	25,150
November	8,539	13,313	21,852
December	7,662	11,973	19,635
<b>Year to Date</b>	<b>35,342</b>	<b>55,457</b>	<b>90,799</b>

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

- F. Recommended approval to submit a grant application for the National Football League’s Fuel Up to Play 60 Grant. This recommendation also includes approval to accept the grant funds (Maximum \$4,000) when approved through the grant application process.

Informational: Sponsored by the National Dairy Council, state and regional Dairy Councils and other supporting organizations, the competitive, nationwide funding program provides money up to \$4,000 per year, per school to jumpstart healthy changes. Funds are used to help your school implement one Healthy Eating Play and one Physical Activity Play. If selected Loudenslager will receive supplies to support a Composting Program which will connect directly to our School Garden Program as well as a walking club to promote exercise during recess. This grant is being developed and written by Loudenslager Elementary School Principal Matthew Browne and Loudenslager Teachers Shaun Darby and Rebecca Richardson.

- G. Recommended approval to accept the donation of the project entitled; Digital Textiles through anonymous donors through donorschoose.org. The donated items include a Design your own sneaker project kit that will be utilized as part of the STEAM Curriculum at Loudenslager Elementary School. These Items are worth approximately \$250.00.

Informational: DonorsChoose.org is a non-profit organization that allows individuals to donate directly to public school classroom projects in the United States. This item was requested by Loudenslager Elementary School STEAM Teacher Rebecca Richardson.

- H. Recommended approval to accept the donation of the project entitled; Design & Create through anonymous donors through donorschoose.org. The donated items include a design of a flag kit that will be utilized as part of the STEAM Curriculum at Loudenslager Elementary School. These Items are worth approximately \$250.00.

Informational: DonorsChoose.org is a non-profit organization that allows individuals to donate directly to public school classroom projects in the United States. This item was requested by Loudenslager Elementary School STEAM Teacher Rebecca Richardson.

**SCHOOL SAFETY A:** The Greenwich Township Representative may vote on items in this section of the agenda.

- A. Recommend that the Board of Education confirm the decision of the Superintendent of Schools for the following cases investigated as possible Harassment, Intimidation and Bullying (HIB) situations at Paulsboro Senior High School.

Case Number	Date of Incident	Status of Investigation	Names of Investigators	Type and Nature of Discipline Imposed
PJSHS01/ 260663	12/14/2022	Complete	Nicole Vitale, School Counselor	Alternative Program
PJSHS02/ 2433196	12/14/2022	Complete	Nicole Vitale, School Counselor	Alternative Program

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

**SCHOOL SAFETY B:** The Greenwich Township Representative may not vote on items in this section of the agenda.

- B. Recommend that the Board of Education confirm the decision of the Superintendent of Schools for the following cases investigated as possible Harassment, Intimidation and Bullying (HIB) situations at Billingsport Early Childhood Center and Loudenslager Elementary School.



Case Number	Date of Incident	Status of Investigation	Names of Investigators	Type and Nature of Discipline Imposed
LESO1/323162	12/14/2022	Complete	Marcelina Guzman, School Counselor	No discipline
PJHS01/171549	1/14/2023	Complete	Melba Moore Suggs, School Counselor	Confirmed Suspension out of school and schedule change

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

C. **Informational:** Report of School Security Drills

<b>Report of Paulsboro Public Schools Security Drills</b>				
Type of Drill	Notation	Schools		
		Paulsboro Junior / Senior High	Loudenslager Elementary	Billingsport Early Childhood Center
Fire Evacuation	Each school must conduct one per month	09/29/2022 11/29/2022 12/21/2022	09/09/2022 10/11/2022 11/28/2022 12/21/2022	09/09/2022 10/06/2022 11/07/2022 12/08/2022
Communication Drill**	September 2021			
Evacuation (Non-Fire)	Each school must conduct two annually		10/27/2022	10/27/2022
Bomb Threat	Each school must conduct two annually	10/21/2022		
Lockdown / Active Shooter	Each school must conduct two annually	09/16/2022	09/21/2022 11/14/2022 12/16/2022	09/16/2022 11/22/2022 12/19/2022
Shelter In Place	Each school must conduct two annually	11/30/2022		
<b>Other Drills</b>				
Bus Evacuation	School District (Annually)	11/02/2022		11/03/2022
Bus Evacuation	School Routes (2 Annually)	<u>Bankbridge Run</u> 09/28/2022 <u>P5</u> 11/03/2022		
Test of Emergency Communication System	Not required but conducted as an extra safety measure			
AED (Automated External Defibrillators) *	Not required but conducted as an extra safety measure	09/30/2022 10/30/2022 11/30/2022 12/21/2022	09/30/2022 10/30/2022 11/30/2022 12/21/2022	09/30/2022 10/30/2022 11/30/2022 12/21/2022

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

\*\*Communication Drill is a test of the internal communications system will help identify the true capability of the school to effectively communicate on - campus emergencies

It is anticipated adjustments will be made by schools to help reduce the likelihood of virus transmission during the upcoming school year.

These will take the form of implementing practices recommended by the CDC, NJ DOH, etc. such as practicing safe social distancing, wearing face coverings, etc.

## **PUBLIC COMMENTS**

At this time, the public may address the Board of Education. Please record your name, address, and contact information in the red book on the table.