

PAULSBORO PUBLIC SCHOOLS

Board of Education Meeting
PAULSBORO, NEW JERSEY

REORGANIZATION MEETING MINUTES

TUESDAY, JANUARY 2, 2024

**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.

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 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 2023-2024 Board of Education schedule of meetings was readopted by the Board of Education at the Reorganization Meeting on March 27, 2023.

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.

A motion was made by Mrs. Scott, second by Mr. Haynes, to appoint Anisah Coppin, Board Secretary, as temporary chair to conduct, as recommended by the Superintendent.

PLEDGE OF ALLEGIANCE

1ST ROLL CALL

Theresa Cooper, Frank Damminger (absent), Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, Greenwich Township Representative Roseanne Lombardo, and Student Member Austin Willetts (absent) and / or Alternate Student Member Taylor Strickland (absent).

Also in attendance:

Mr. Jack Henderson
Dr. Roy J. Dawson III, Superintendent
Mrs. Anisah Coppin, Business Administrator / Secretary to the Board of Education

NOVEMBER 7, 2023, ELECTION RESULTS AND SWEARING IN OF NEW MEMBERS

The following Board of Education Members were elected by the citizens of Paulsboro at the November 7, 2023, election. They will be sworn in prior to the start of the meeting by the Business Administrator / Secretary to the Board of Education:

TERM OF OFFICE	CANDIDATE	NUMBER OF VOTES
Three - Year Term	Markee Robinson	769
	Tyesha Scott	791
	Jack Henderson	65

BOARD SECRETARY PRESIDES AS TEMPORARY CHAIRPERSON

OATH OF OFFICE

Business Administrator / Secretary to the Board Anisah Coppin administered the Oath of Office to incoming board members: Markee Robinson, Tyesha Scott, and Jack Henderson.

2ND ROLL CALL

Theresa Cooper, Frank Damminger (absent), Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo, Student Member Austin Willetts (absent) and / or Alternate Student Member Taylor Strickland (absent).

NOMINATIONS FOR PRESIDENT OF THE BOARD OF EDUCATION

Business Administrator / Secretary to the Board of Education called for a motion to open the floor for nominations for the President of the Paulsboro Board of Education.

A motion was made by Mr. Haynes and seconded by Mrs. Scott to open the floor to nominations for the Board President.

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to nominate Mr. Joseph Lisa for Board President. A second motion was made by Mrs. Scott and seconded by Ms. T. Scott to nominate Mr. Markee Robinson for Board President.

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to close the floor to further nominations for board president.

The motion unanimously passed.

The Board Secretary polled the board on the President of the Paulsboro Board of Education nominations. The vote was as follows:

Votes to approve Mr. Joseph Lisa as Board President:

Theresa Cooper (no), Kyana Evans (no), Lawrence Haynes, Sr.(yes), Jack Henderson (no), Joseph Lisa (yes), Markee Robinson (no), Danielle Scott (no), Tyesha Scott (no), and Greenwich Township Representative Roseanne Lombardo (yes)

MOTION FAILED

Votes to approve Mr. Markee Robison as Board President:

Theresa Cooper(yes), Kyana Evans (yes), Lawrence Haynes, Sr.(no), Jack Henderson (yes), Joseph Lisa (no), Markee Robinson (yes), Danielle Scott (yes), Tyesha Scott (yes), and Greenwich Township Representative Roseanne Lombardo (no).

MOTION PASSED.

The Board Secretary congratulated the newly elected board president and turns the meeting over to him.

BOARD PRESIDENT PRESIDES

NOMINATIONS FOR VICE PRESIDENT OF THE BOARD OF EDUCATION

Newly elected Board President called for nominations for Vice President of the Paulsboro Board of Education.

A motion was made by _____ and seconded by _____ to open the floor to nominations for the Vice President of the Paulsboro Board of Education.

The motion unanimously passed.

A motion was made by Ms. T. Scott and seconded by Ms. Evans to nominate Mrs. Danielle Scott as Vice President of the Paulsboro Board of Education.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

PUBLIC COMMENTS – ITEMS ON THE AGENDA FOR THIS MEETING

There were no public comments.

INFORMATIONAL: BOARD MEMBER TRAINING REQUIRED

New Jersey state law requires school board members and charter school trustees to attend training in the first, second and third years of a first term, and in the first year of a re-elected or reappointed term. The New Jersey School Boards Association (NJSBA) is the state-designated provider of mandated training which is available at no cost to members.

The following mandated training programs are required:

Governance I:	New Board Members – New Board Member Orientation Conference
Governance II:	1st Term, 2nd full year of service – Finance
Governance III:	1st Term, 3rd full year of service – Student Achievement
Governance IV:	Re-elected / Reappointed Board Members in the first year of any succeeding term – Legal Update

Business Administrator / Secretary to the Board of Education Anisah Coppin has registered all members required to take mandatory training to complete their training online. In class sessions are available and members will be registered upon request. All other training, with no cost, members can self-register through the New Jersey School Board's website.

CODE OF ETHICS FOR MEMBERS OF THE BOARD OF EDUCATION

The administration will be reviewing the Code of Ethics with members of the Board of Education at this meeting.

BE IT RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Paulsboro Public Schools Board of Education.

Paulsboro Board of Education Policies 9720 – Conflict of Interest and 9721 – Code of Ethics are attached for the convenience of members of the Board of Education.

The New Jersey School Boards Association (NJSBA) Acknowledgement of Receipt – Code of Ethics for Board of Education Members is attached for the convenience of members of the Board of Education.)

Informational: The administration will review the above documents with members of the Board of Education at this meeting. Members are required to sign the Acknowledgement of Receipt and return it to the Business Administrator / Secretary to the Board.

APPOINTMENT OF THE SECRETARY TO THE BOARD OF EDUCATION

Recommend approval to confirm appointment of Anisah Coppin as the Secretary to the Board of Education.

A motion was made by Mr. Haynes and seconded by Mrs. Cooper to appoint Mrs. Anisah Coppin as the Secretary of the Paulsboro Board of Education.

Informational: Mrs. Coppin’s duties include two components. First, she is the Business Administrator. Second, she serves as the Secretary to the Board of Education. Mrs. Coppin was appointed as Business Administrator / Secretary to the Board on May 22, 2023, for the period July 1, 2023 – June 30, 2024. It is appropriate at this time to confirm her appointment as Secretary to the newly seated Board of Education.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

BOARD BUSINESS:

ESTABLISHMENT OF MEETING DATES, TIMES, LOCATION AND PLACES OF NOTIFICATION

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to approve Board Items A -F.

A. Recommend approval of the following actions relative to meetings of the Board of Education:

1. Pursuant to Chapter 231, PAL (Open Public Meeting Act) public meetings of the Board of Education will be held on the dates, at the times and at the locations as per the following schedule.

Note 1: Meetings may be conducted remotely via Zoom.us or a similar platform if the school buildings are mandated to be closed.

**PAULSBORO PUBLIC SCHOOLS
BOARD OF EDUCATION MEETINGS
2023 – 2024 School Year**

BOE Meeting Date	Day of the Week	Time	Location	Type of Meeting
July 26, 2023	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
August 23, 2023	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
September 25, 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
October 30, 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
November 27 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
December 18, 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
January 2, 2024	Tuesday	7:00pm	Paulsboro High School Auditorium	Reorg
January 29, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
February 26, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
March 25, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
April 29, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
May 20 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
June 24, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular

2. Designate the South Jersey Times as the official newspaper and the Courier Post as the other newspaper to receive notices under the Open Public Meeting Act.
3. Adequate notice of meetings will be provided by mailing to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich

Township Board of Education, by posting the schedule of meetings in a public place and / or district website reserved for such announcements by the Board of Education.

4. The Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matter that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made.

B. PAULSBORO BOARD OF EDUCATION COMMITTEE APPOINTMENTS - The following Board members have been appointed to the respective committees.

HUMAN RESOURCES AND NEGOTIATION:

Joseph Lisa
Vacant
Kyana Evans
Lawrence Haynes, Sr.

BUDGET:

Joseph Lisa
Frank Damminger
Lawrence Haynes, Sr.
Roseanne Lombardo

FACILITIES:

Joseph Lisa
Lawrence Haynes, Sr.
Markee Robinson

POLICY:

Joseph Lisa
Frank Damminger
Markee Robinson
Danielle Scott

CURRICULUM:

Joseph Lisa
Vacant
Theresa Cooper
Roseanne Lombardo

C. PARTICIPATION BY THE PUBLIC IN MEETINGS OF THE BOARD OF EDUCATION

Informational: Bylaw 0167 PUBLIC PARTICIPATION IN BOARD MEETINGS approved by the Board on July 28, 2021.

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member;
5. The presiding officer may:
 - a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;

- b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
- c. Request any person to leave the meeting when that person does not observe reasonable decorum;
- d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
- e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
- f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

D. POLICIES AND PROCEDURES

Policies, Procedures, By-Laws, Rules, and Regulations of the previous Board.

Informational: The documents listed above are available for review in the Office of the Superintendent of Schools. The Policy Manual is also available on the district website.

E. CURRICULUM, TEXTBOOKS AND CLASSROOM RESOURCES

Written curriculum, textbooks and classroom resources approved by the previous Board.

Informational: Courses of study are available for review in the Office of the Superintendent of Schools.

F. BARGAINING UNITS

Recognize the Paulsboro Education Association and Paulsboro Administrators Association as the bargaining units within the Paulsboro Public Schools.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

G. COMPLIANCE OFFICERS

A motion was made by Mrs. Lombardo and seconded by Mr. Haynes to approve Item G – Compliance Officers.

The following district officials to perform additional duties for the 2024 calendar year.

Note: Unless specifically stated, the officials do not receive additional compensation to perform these duties.

1. Director of Special Service Stacey Dimeo as Affirmative Action Officer.
2. Director of Special Service Stacey Dimeo as HIB Coordinator.
3. Director of Special Service Stacey Dimeo as Title IX Coordinator.
4. Director of Facilities (to be determined) as the Paulsboro Safety Coordinator.
5. Director of Facilities (to be determined) as the district Asbestos Hazard Emergency Response Officer.
6. Director of Facilities (to be determined) as the Integrated Pest Management Coordinator.
7. Director of Facilities (to be determined) as the Right to Know Designated Person.

8. Director of Facilities (to be determined) as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
9. Business Administrator Business Administrator as district delegate to the School Alliance Insurance Fund.
10. Business Administrator Business Administrator as the Fund Commissioner to the Schools Health Insurance Fund.
11. Director of Special Service Stacey Dimeo as Section 504 Compliance Officer.
12. Director of Special Service Stacey Dimeo as Americans with Disabilities Act (ADA) Coordinator.
13. Director of Curriculum, Instruction and Assessment Christine Lindenmuth as Homeless Liaison.
14. Director of Special Service Stacey Dimeo as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
15. Superintendent Dr. Roy Dawson III as the authorized representative for state and federal projects.
16. Superintendent Dr. Roy Dawson III as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than \$3,000.00.
17. School Business Administrator Business Administrator as the Qualified Purchasing Agent.
18. School Business Administrator Business Administrator as the Public Agency Compliance Officer for Affirmative Action (PACO).
19. Secretary to the Superintendent of Schools Deborah Kappra as the District Data Coordinator.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

H. SCHOOL SAFETY MANUALS AND SCHOOL SAFETY SPECIALIST

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item H – School Safety Manual and School Safety Specialist.

1. Paulsboro Public School District Emergency Management Guide for Billingsport Early Childhood Center, Loudenslager Elementary School, Paulsboro Junior and Senior High Schools, and the Administration Building.
2. Loudenslager Elementary School Principal Matthew Browne to serve as School Safety Specialist for the Paulsboro Public Schools.

Informational: P.L.2017, CHAPTER 162, Assembly, No. 3347 requires the Superintendent of each school district to designate a school administrator as a School Safety Specialist for the district.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

I. DISTRICT PROFESSIONALS:

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to approve Item I – District Professionals.

The following district professionals for the 2024 calendar year.

NAME	POSITION
Parker McCay	Solicitor
Horizon Environmental Group Inc.	AHERA
Garrison Architects	Architect
Buckno Lisicky & Company	Auditor
South Jersey School Doctors	Physician

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

J. TUITION RATES

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve the SY2333-24 Tuition Rates.

Tuition rates for the Paulsboro Public Schools during the for the 2023 calendar year.

GRADE LEVEL OR PROGRAM	EDUCATION AGENCIES
Preschool	\$15,771.00
Kindergarten	\$15,771.00
Grades 1-5	\$15,297.00
Grades 6-8	\$14,935.00
Grades 9-12	\$16,961.00
Multiple Disabilities	\$36,067.00
Learning Disabilities	\$31,152.00
Behavioral Disabilities	\$73,799.00*

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. Based on the review, the New Jersey Department of Education establishes the certified tuition rate. The certified tuition rate is used to adjust payments between districts to that the amount charged is the exact cost of educating a student for the number of days that they were enrolled in the Paulsboro Public Schools.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

K. COOPERATIVE PURCHASING AND JOINTURE AGREEMENTS

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to approve Item K – Cooperative Purchasing and Jointure Agreements.

AGENCY	PURPOSE
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Gloucester County Special Services School District	Transportation [^]
Camden County Educational Services Commission	Transportation
Camden County Special Services Commission	Pricing
Hunterdon County Educational Services Commission	Pricing
The Educational Services Commission of New Jersey	Pricing
Salem County Special Services School District	Pricing
South Jersey Technical Partnership	Pricing
Gloucester County Special Services School District	Nursing *
Gloucester County Special Services School District	Technology * #
Gloucester County Special Services School District	Textbook *
Gloucester County Special Services School District	Auxiliary *
Gloucester County Special Services School District	1 on 1 Aides *

Notes:

[^] Gloucester County Special Services School District (GCSSSD) performs a countywide cooperative transportation routing service for students who are homeless, attending nonpublic schools, attending schools for those with disabilities, require special transportation due to disabilities and attending vocational-technical schools. Special transportation requests are collected, collated and bid / quoted countywide in order to provide the most efficient and economical routes for these students. GCSSSD receives a 7% administrative fee for special education, vocational, public schools, and homeless students.

* These agreements are for the purpose of providing Non-Public School Services to Guardian Angels Elementary School paid for with federal funds including Chapter 192 / 193 and Individuals with Disabilities Education Act (IDEA).

There is a 5% fee charged to the Paulsboro Public Schools for the Technology Services. The fees charged are allowed by the state to be part of the expense of the program.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

L. TRAVEL LIMITATIONS

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item L – Travel Limitations.

The maximum operating travel allowance per N.J.A.C. 6A:23A-7.3 for the 2023-2024 school year at \$50,000.00. Year to date travel as of December 15, 2023, the district had spent well under \$20,000 on travel.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

M. PAY RATES FOR SUBSTITUTES

A motion was made by Mrs. Lombardo and seconded by Mr. Henderson to approve Item M – Pay Rates for Substitutes.

1. Pay rates for substitutes during the for the 2024 calendar year.

SUBSTITUTE CATEGORY	HOURLY RATE
Custodian	\$15.13
Cafeteria Workers	\$15.13
Classroom and Playground / Cafeteria Aides	\$15.13
Bus Drivers	\$15.13

Informational: The recommendation rates are based on the Minimum Wages permitted in the State of New Jersey as of January 1, 2024.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

N. DISTRICT INSURANCE BROKERS

A motion was made by Mr. Haynes and seconded by Mrs. Cooper to approve Item N – District Insurance Brokers.

Insurance Brokers of Record for the for the 2024 calendar year.

BROKER OF RECORD	TYPE OF INSURANCE
Steven Anuszewski	Health and Student Accident Insurance
John Cobb	Property, General, Automobile Damage, Automobile Liability, Liability, Boiler and Machinery, Crime, Workers Compensation, Pollution and Professional Liability, Insurance – Via SAIF Joint Insurance Fund

Informational: Beginning with the January 2017 Paulsboro Board of Education Reorganization, the appointment of insurance brokers as an extraordinary unspecifiable service following local finance notice AU 2002-2 began.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

O. PARTICIPATION IN THE SCHOOL HEALTH INSURANCE FUND (SHIF)

A motion was made by Mrs. Lombardo and seconded by Mr. Haynes to approve Item O – Participation in the School Health Insurance Fund.

Recommend approval to continue membership in the School Health Insurance Fund (SHIF) and to participate to provide employee medical insurance.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

P. PARTICIPATION IN THE SCHOOL ALLIANCE INSURANCE FUND (SAIF)

A motion was made by Mr. Haynes and seconded by Mr. Henderson to approve Item P – Participation in the School Alliance Insurance Fund (SAIF).

Recommend adoption of the following resolutions for participation in the School Alliance Insurance Fund for the 2024 calendar year.

- a. Resolution to renew participation in the School Alliance Insurance Fund (SAIF) for the 2024 calendar school year.
- b. Resolution to appoint The Barclay Group as the risk manager for the Paulsboro Board of Education.
- c. Resolution to approve the Indemnity and Trust Renewal Agreement for the School Alliance Insurance Fund (SAIF) for the 2024 calendar year.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

Q. TAX PAYMENT SCHEDULE:

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item Q – Tax Payment Schedule.

- 1. The amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2023-2024 school year is \$6,666,478 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys monthly payments in accordance with the statutes relating thereto as per the schedule below.
- 2. The amount of district taxes, to meet all interest and debt redemption charges for the obligations of this Board for the 2023-2024 school year is \$213,295 and that the Council, Borough of Paulsboro is hereby requested to place in the hands of the Treasurer of School Moneys monthly payments in accordance with the statutes relating thereto as per the schedule below.

Due Date	Local Tax Levy	Local Debt Service Tax Levy	Total Due
July 15, 2023	\$555,540.00	\$17,775.00	\$573,315.00
August 16, 2023	\$555,540.00	\$17,775.00	\$573,315.00
September 15, 2023	\$555,540.00	\$17,775.00	\$573,315.00
October 15, 2023	\$555,540.00	\$17,775.00	\$573,315.00
November 15, 2023	\$555,540.00	\$17,775.00	\$573,315.00
December 15, 2023	\$555,540.00	\$17,775.00	\$573,315.00
January 18, 2024	\$555,540.00	\$17,775.00	\$573,315.00
February 15, 2024	\$555,540.00	\$17,774.00	\$573,314.00
March 15, 2024	\$555,540.00	\$17,774.00	\$573,314.00
April 15, 2024	\$555,540.00	\$17,774.00	\$573,314.00
May 16, 2024	\$555,539.00	\$17,774.00	\$573,313.00
June 15, 2024	\$555,539.00	\$17,774.00	\$573,313.00
Total	\$6,666,478.00	\$213,295.00	\$6,879,773.00

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

R. DISTRICT CALENDAR

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item R – District Calendar.

Recommend approval of the attached district calendar for the 2023-2024 school year as readopted by the Board of Education on February 27, 2023. (**Attachment**)

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

S. APPROVAL OF THE BEFORE AND AFTER SCHOOL PROGRAM

A motion was made by Mrs. Lombardo and seconded by Mr. Haynes to approve Item S- Approval of the Before and After School Program.

Recommend approval for Just Our Youth (JOY) Making a Difference, Inc. to continue to operate an after school program in the Paulsboro Public Schools, Grade 7 – Grade 12, from September 18, 2023 to May 31, 2024. The only cost to the Board of Education is to provide space for the program adopted by the Board of Education on August 23, 2023.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

T. CUSTODIAN OF SCHOOL RECORDS

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item T - Custodian of School Records.

BE IT RESOLVED, that the Board of Education appoint the following employees serve as the Custodian of Records and Substitute Custodians of School Records for the 2023 calendar year:

1. School Business Administrator / Secretary as the Custodian of Records.
2. Business Administrator's Secretary Jessica Knight as Substitute Custodians of Records to act in the absence of the School Business Administrator.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

U. DEPOSITORY OF SCHOOL MONEY

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve the Depository of School.

Ocean First Bank designated as the depository of School funds of the Board of Education of the Borough of Paulsboro.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa (no vote recorded), Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION PASSED

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

A motion was made by Mr. Haynes and seconded by Mr. Henderson to approve Item V – The Authorization to Sign Warrant 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 Business Administrator BOE President _____	2
Agency Account	Dr. Roy J. Dawson III Business Administrator BOE President _____	2
Athletic	Dr. Roy J. Dawson III Business Administrator BOE President _____	2
Capital Projects Fund	Dr. Roy J. Dawson III Business Administrator BOE President _____	2
Payroll	Dr. Roy J. Dawson III Business Administrator BOE President _____	2
Flexible Spending Account	This account does not issue checks	0
Principal’s Account for Billingsport Early Childhood Center	Dr. Roy J. Dawson III Business Administrator Tina L. Morris	2
Principal’s Account for Loudenslager Elementary School	Dr. Roy J. Dawson III Business Administrator Matthew J. Browne	2
Purchase Orders	Dr. Roy J. Dawson III Business Administrator	2
Scholarship Fund	Dr. Roy J. Dawson III Business Administrator BOE President _____	2
Student Activities	Dr. Roy J. Dawson III Business Administrator BOE President _____	2
Warrant	Dr. Roy J. Dawson III Business Administrator BOE President _____	3
Current	This account does not issue checks	0

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

W. CHART OF ACCOUNTS

A motion was made by Mrs. Lombardo and seconded by Mr. Haynes to approve Item W -Chart of Accounts.

Recommend approval of the following resolution:

BE IT RESOLVED, that the Paulsboro Board of Education adopt the Chart of Accounts approved by the New Jersey Department of Education.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

X. BROKERS AND COMPANIES APPROVED TO OFFER TAX SHELTERED ANNUITIES, DISABILITY INSURANCE AND OTHER INVESTMENT VEHICLES TO EMPLOYEES

A motion was made by Mr. Haynes and seconded by Ms. Scott to approve Item X – Brokers and Companies Approved to Offer Tax Sheltered Annuities, Disability Insurance and Other Investment Vehicles to Employees.

Recommend approval of the following resolution:

BE IT RESOLVED, that the Paulsboro Board of Education approve the following companies and brokers to offer disability insurance, tax sheltered annuity, investment, Roth IRA, life insurance, long-term care insurance and flexible spending plans to employees.

COMPANY	TYPE OF ACCOUNT	BROKER
AFLAC	Disability	Bonnie Borden
American General	Disability	Hugh Phifer
Colonial Life Disability	Disability and Investments	Frank Marasa
Prudential Financial	Disability	Leslie Kendus
Lincoln	TSA and Investments	Alberto Gaglianese
Putman	TSA	Alberto Gaglianese Steven Anuszewski
Siracusa	TSA and Investments	Alberto Gaglianese
Oppenheimer Funds	TSA and Roth IRA	Alberto Gaglianese
Wage Works	Flexible Spending	Bonnie Borden
Transamerica	Life Insurance and Long-Term Care	Bonnie Borden
Putman and Voya	TSA	Steven Anuszewski

Note: Voya Annuities is the 3rd Party Administrator (Common Remitter) for Lincoln, Siracusa, Oppenheimer and Putman.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

Y. PARTICIPATION IN NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

A motion was made by Mr. Haynes and seconded by Ms. Evans to approve Item Y – Participation in the New Jersey State Interscholastic Athletic Association.

Recommend approval of the following resolution:

BE IT RESOLVED, that Paulsboro High School as a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) to participate in the approved interschool athletic program sponsored by the NJSIAA. This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution, Bylaws and

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

Z. PARLIAMENTARY PROCEDURE

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item Z - Parliamentary Procedure.

Recommend approval of the following resolution:

BE IT RESOLVED, that Roberts Rules of Order is the official parliamentary procedure manual to be used to conduct meetings and appoint the Secretary to the Board of Education as the Parliamentarian.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

AA. COMPLIANCE OFFICERS

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to approve Item AA – Compliance Officers.

BE IT RESOLVED, that the Board of Education appoints the following district officials to perform additional duties, to serve until 2024 calendar year (These duties do not carry additional stipends):

1. Superintendent Dr. Roy J. Dawson III as Section 504 Compliance Officer.
2. Superintendent Dr. Roy J. Dawson III as Americans with Disabilities Act (ADA) Coordinator.
3. Superintendent Dr. Roy J. Dawson III as Homeless Liaison.
4. Superintendent Dr. Roy J. Dawson III as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
5. Superintendent Dr. Roy J. Dawson III as the authorized representative for state and federal projects.
6. Superintendent Dr. Roy J. Dawson III as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than \$3,000.00.

7. School Business Administrator as the Public Agency Compliance Officer for Affirmative Action (PACO).
8. Superintendent Dr. Roy J. Dawson III 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.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

BB. ACTIONS OF THE BUSINESS ADMINISTRATOR IN CONSULTATION WITH THE SUPERINTENDENT

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to approve Item BB – Actions of the Business Administrator in Consultation with the Superintendent.

Recommend approval of the following resolution:

BE IT RESOLVED, that Business Administrator / Secretary to the Board of Education in consultation with the Superintendent of Schools to:

1. Award contracts up to the bid / quote threshold.
2. Use state contracts for purchasing goods and services.
3. Authorize the payment of bills between meetings of the Board of Education then include them on the subsequent bill list for approval.
4. Transfer funds between meetings of the Board of Education.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

CC. PETTY CASH

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item CC – Petty Cash.

BE IT RESOLVED, that as required by NJSA 18A:19-13, the Paulsboro Board of Education establish the following petty cash funds for the 2023 - 2024 school year.

Informational: The petty cash fund \$1,000.00 will be maintained by the Business Administrator and funds will be held in a locked safe in the Business Administrator's office. Funds are needed for things such as establishing a bank of small denominations to make change at ticketed events, and enable staff to purchase items with the Superintendent's approval on an emergency basis. Funds will not be used to circumvent the purchasing process.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

DD. BID THRESHOLD

A motion was made by Mr. Haynes and seconded by Mrs. Scott to approve Item DD – Bid Threshold.

Recommend approval of the following resolution:

BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-3 Paulsboro Board of Education approve bid threshold in the amount of \$44,000.00 and the quote threshold in the amount of \$6,600.00 (15% of the bid threshold).
Rules and Regulations of the NJSIAA.

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

ADDENDUM TO THE REORGANIZATION MEETING AGENDA

REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

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

A motion was made by Mrs. Scott and seconded by Mr. Haynes to approve the Report of the Board Secretary/Business Administrator Item A.

Informational: The Report of the 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 Business Administrator/Secretary to the Board of Education.

- A. Approval for payment of the January bills that are duly signed and authorized. (**Attachment**)

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

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

A motion was made by Mrs. Scott and seconded by Mr. Haynes to approve Policy Item A.

- A. Recommend approval of the first reading of the following Board of Education Policy: (**Attachment**)

<u>Policy Number</u>	<u>Title</u>
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- | | |
|---|----------------------------------------|
| • | Policy #7250 School and Facility Names |
|---|----------------------------------------|

Roll Call Vote:

Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott, and Greenwich Township Representative Roseanne Lombardo

MOTION UNANIMOUSLY PASSED

NEXT SCHEDULED MEETINGS

**Monday, January 29, 2024
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.

The Board of Education may schedule special meetings during January 2024 for the purpose of reviewing the 2024 - 2025 Budget (Open Public Meeting). If the meetings are scheduled they will be advertised as per the Open Public Meeting Act.

MOTION TO ADJOURN

A motion was made by Mrs. Lombardo and seconded by Mr. Haynes to adjourn the meeting.

MOTION UNANIMOUSLY PASSED

The meeting was adjourned at 8:04 pm.

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink, appearing to read "Annette Capp".

BOARD SECRETARY