**Paulsboro Public Schools**

**Tuesday, January 5, 2021**

**Minutes**

**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 Tuesday, July 7, 2020 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 2020-2021 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on June 29, 2020.

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.

The meeting was called to order at approximately 7:00 PM by pledging allegiance to the flag with the following members present: Theresa Cooper, Robert Davis, Marvin Hamilton, \*Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael. Also present were Dr. Roy Dawson, III, Superintendent, and Mr. Robert Delengowski, Interim Business Administrator.

\*Participated via telephone

**November 3, 2020 Election Results and Swearing In of New Members**

The following Board of Education Members were elected by the citizens of Paulsboro at the November 3, 2020 election. They will be sworn in prior to the start of the meeting by the Interim Business Administrator / Secretary to the Board of Education:

|  |  |  |
| --- | --- | --- |
| **Term of Office** | **Candidate** | **Number of Votes** |
| Three - Year Term | Crystal Henderson | 1,620 |
| Tyesha Scott | 1,396 |
| Markee Robinson | 1,176 |

Mr. Gerald Michael is returning as the Greenwich Township Representative and will be sworn in along with the newly elected members of the Board of Education.

**Board Secretary Presides as Temporary Chairperson**

**Oath of Office**

Interim Business Administrator / Secretary to the Board Margaret Meehan will administer the Oath of Office to Crystal Henderson, Tyesha Scott, Markee Robinson and Gerald Michael.

**Nominations for President of the Board of Education**

Interim Business Administrator / Secretary to the Board of Education requests nominations for the President of the Paulsboro Board of Education. For a nomination, there must be first a motion from a member of the Board of Education. Another member must second this nomination. If the motion passes with the roll call, this member is now President.

Motioned by Stevenson, seconded by Reilly to approve Mr. Hamilton as the Board President.

Roll call vote: Theresa Cooper, Robert Davis, Marvin Hamilton, \*Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

10 Vote yes

                                                                                                      Motion Carried

\*Participated by phone

**Board President Presides**

**Nominations for Vice President of the Board of Education**

Newly elected Board President requests nominations for Vice President of the Paulsboro Board of Education. For a nomination, there must be first a motion from a member of the Board of Education. Another member must second this nomination. If the motion passes with the roll call, this member is now Vice President.

Motioned by Davis, seconded by Stevenson to approve Mrs. Scott as the Board President.

Roll call vote: Theresa Cooper, Robert Davis, Marvin Hamilton, \*Crystal L. Henderson, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

10 Vote yes

                                                                                                      Motion Carried

Mrs. Crystal Henderson left the meeting.

**Public Comments – Items on the Agenda for this Meeting**

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.

**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. 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

Interim Business Administrator / Secretary to the Board of Education Margaret Meehan 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.

Theresa Cooper Governance II

Robert Davis Governance I

Marvin Hamilton Governance IV

Crystal Henderson Governance IV

Elizabeth J. Reilly Governance II

Markee Robinson Governance I

Danielle Scott Governance II

Tyesha Scott Governance I

**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 Interim Business Administrator / Secretary to the Board.

**Appointment of the Secretary to the Board of Education**

Confirm appointment of Margaret Meehan as the Interim Secretary to the Board of Education.

Informational: Ms. Meehan’s duties include two components. First, she is the Interim Business Administrator. Second, she serves as the Interim Secretary to the Board of Education. Ms. Meehan was appointment as Interim Business Administrator / Secretary to the Board on November 30, 2020 for the period January 1, 2021 – June 30, 2021. It is appropriate at this time to confirm her appointment as Secretary to the newly seated Board of Education.

**Part I**

**Reorganization of the Board of Education**

**Confirming the Actions of the Previous Board of Education**

**Until June 29, 2020**

**Explanation of Reorganization of the Board of Education**

The Paulsboro Board of Education made most of its appointments for the 2020-2021 school year at the May 26, 2020 meeting. These appointments are for the period July 1, 2020 – June 30, 2021.

This approach has two advantages. First, contracts and appointment are congruent with the school year and budget cycle – July 1st - June 30th. Second, new members of the Board of Education who take the Oath of Office in early January can then participate in the selection process and discussions leading up to contracts and appointments being awarded on June 30th.

Having said this, the Board of Education will be asked to adopt a resolution confirming the actions of the previous Board of Education. Unless otherwise noted, the items placed before the Board of Education this evening were approved by the previous Board of Education for the period July 1, 2020 – June 30, 2021

**BE IT RESOLVED** that, the Paulsboro Board of Education confirms the following actions of the previous Board for the period (unless otherwise noted) January 5, 2021 – June 30, 2021:

Motioned by Reilly, seconded by Stevenson to approve items A - HH.

1. **Establishment of Meeting Dates, Times, Location and Places of Notification**

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOE Meeting Date** | **Day of the Week** | **Time** | **Location**  **Note 1** | **Type of Meeting** |
| July 14, 2020 | Tuesday | 7:00pm | Paulsboro High School Library | Regular |
| August 25, 2020 | Tuesday | 7:00pm | Paulsboro High School Library | Regular |
| September 28, 2020 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| October 26, 2020 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| November 30, 2020 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| December 21, 2020 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| January 5, 2021 | Tuesday | 7:00pm | Paulsboro High School Library | Reorganization |
| January 25, 2021 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| February 22, 2021 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| March 29, 2021 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| April 26, 2021 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| May 24, 2021 | Monday | 7:00pm | Paulsboro High School Library | Regular |
| June 28, 2021 | Monday | 7:00pm | Paulsboro High School Library | Regular |

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

* 1. 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.
  2. 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.
  3. 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.

1. **Participation By The Public In Meetings Of The Board Of Education**

Inorder to conduct its meetings properly and efficiently, the Board shall require the following procedure pertaining to public participation at meetings of the Board of Education:

1. Any individual desiring to speak shall give his or her name, address and the group, if any, that is represented and write the information in the book provided for this purpose.
2. The presentation shall be as brief as possible – no longer than 3 minutes.
3. Any individual who has spoken to the Board at a meeting must wait until all other individuals wishing to address the Board have done so before being permitted to speak a second time.
4. The Board of Education vests in its President, or other presiding officer, authority to terminate the remarks of any individual if he / she deems it in the best interest of those present to do so.
5. **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.

1. **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.

1. **Bargaining Units**

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

1. **Compliance Officers**

The following district officials to perform additional duties until June 30, 2021.

(Approved by the Board of Education on June 29, 2020.)

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

1. Paulsboro Senior High School Principal Paul Morina to issue working papers.
2. Assistant Principal / Athletic Director (A.D.) John Giovannitti as Affirmative Action Officer.
3. Assistant Principal / A.D. John Giovannitti as HIB Coordinator.

(Mr. Giovannitti’s base salary includes $4,000 to serve as HIB Coordinator)

1. Assistant Principal / A.D. John Giovannitti as Title IX Coordinator.

1. Supervisor of Support Staff Jack Henderson as the Paulsboro Safety Coordinator.
2. Supervisor of Support Staff Jack Henderson as the district Asbestos Hazard Emergency Response Officer.
3. Supervisor of Support Staff Jack Henderson as the Integrated Pest Management Coordinator.
4. Supervisor of Support Staff Jack Henderson as the Right to Know Designated Person.
5. Supervisor of Support Staff Jack Henderson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
6. Payroll Secretary Michelle Jankauskas as Treasurer of School Monies.
7. Interim Business Administrator Margret Meehan as district delegate to the School Alliance Insurance Fund.

12. Interim Business Administrator Margret Meehan as the Fund Commissioner to the Schools Health Insurance Fund.

13. Interim Supervisor of Special Services Robert Harris as Section 504 Compliance Officer.

14. Interim Supervisor of Special Services Robert Harris as Americans with Disabilities Act (ADA) Coordinator.

15. Director of Curriculum, Instruction and Assessment Christine Lindenmuth as Homeless Liaison.

16. Interim Supervisor of Special Services Robert Harris as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.

17. Superintendent Roy Dawson as the authorized representative for state and federal projects.

18. Superintendent Roy Dawson as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000.00.

19. Interim School Business Administrator Margret Meehan as the Public Agency Compliance Officer for Affirmative Action (PACO).

1. Secretary to the Superintendent of Schools Deborah Kappra as the District Data Coordinator for the 2020-2021 school year.
2. **School Safety Manuals and School Safety Specialist**
   1. School Safety Manuals for Billingsport Early Childhood Center, Loudenslager Elementary School, Paulsboro Junior and Senior High Schools, and the Administration Building. (Approved by the Board of Education on June 29, 2020.)
   2. Loudenslager Elementary School Principal Matthew Browne to serve as School Safety Specialist for the Paulsboro Public Schools. (Approved by the Board of Education on June 29, 2020.)

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.

1. **Depository of School Money**

Ocean First Bank designated as the depository of School funds of the Board of Education of the Borough of Paulsboro. (Approved by the Board of Education on June 29, 2020.)

1. **District Professionals:**

The following district professionals (Approved by the Board of Education on June 29, 2020 and December 21, 2020.)

| **Name** | **Position** |
| --- | --- |
| Parker McCay | Solicitor |
| Horizon Environmental Group Inc. | AHERA |
| Garrison Architects | Architect |
| Bowman and Company | Auditor |
| Dr. Anthony Villare | Physician |

1. **Tuition Rates**

Tuition rates for the Paulsboro Public Schools during the 2020 - 2021 school year. (Approved by the Board of Education on June 29, 2020.)

| **Grade Level or Program** | **Education Agencies** |
| --- | --- |
| Preschool | $13,901.00 |
| Kindergarten | $13,901.00 |
| Grades 1-5 | $14,274.00 |
| Grades 6-8 | $14,510.00 |
| Grades 9-12 | $17,256.00 |
| Multiple Disabilities | $27,458.00 |
| Learning Disabilities | $23,476.00 |
| Behavioral Disabilities | $52,013.00\* |
| Pre-K Disabled – Full Time | $ 9,359.00\* |

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.

1. **Cooperative Purchasing and Jointure Agreements**

|  |  |
| --- | --- |
| **Agency** | **Purpose** |
| Gloucester County Special Services School District | Transportation**^** |
| Winslow Township Elementary School District #6 | Transportation |
| Burlington County Special Services School District | Transportation |
| Camden County Special Services Commission | Transportation |
| Clearview Regional School District | Transportation |
| Gateway Regional School District | Transportation |
| Glassboro Board of Education | Transportation |
| High Point Regional School District | Transportation |
| Salem County Cooperative Transportation Program | Transportation |
| Camden County Special Services Commission | Pricing |
| Hunterdon County Educational Services Commission | Pricing |
| The Educational Services Commission of New Jersey | 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. A 4% administrative fee is charged for nonpublic school 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.

1. **Travel Limitations**

The maximum operating travel allowance per N.J.A.C. 6A:23A-7.3 for the 2020-2021 school year at $50,000.00. Year to date travel as of June 15, 2020 the district had spent well under $20,000 on travel. (Approved by the Board of Education on June 29, 2020.)

1. **Professional Services Agreement for Nursing**

Nursing service contracts as a professional service. (Approved by the Board of Education on June 29, 2020.)

|  |  |  |
| --- | --- | --- |
| **Agency** | **Rates** | |
| **Licensed Practical Nurse** | **Registered Nurse** |
| Bayada | $45.00 per hour | $55.00 per hour |
| Preferred Home Health | $54.00 per hour | $59.00 per hour |
| Delicate Homecare Agency | $45.00 per hour | $55.00 per hour |

Informational: The nursing services are provided to students with Individual Educational Plans (IEP). The need for the service must be specifically stated in the IEP.

1. **Pay Rates for Substitutes**
2. Professional services agreement and addendum to the contract for the period July 1, 2020 through June 30, 2021 with ESS Northeast, LLC, a Delaware limited liability company (formerly known as Source 4 Teachers) located at 800 North Kings Highway, Cherry Hill, New Jersey. This agreement is for the purpose of providing substitute staffing (primarily teachers). (Approved by the Board of Education on June 29, 2020.)

|  |  |
| --- | --- |
| **Type of Substitute Teacher** | **Pay Rate to Substitute Teacher and Rate Charged to District** |
| Teaching Certificate or  Substitute Teaching Certificate | $90.00 + 32% Mark Up = $118.80 per day |
| Long-Term Building Based Floating Subs | $125.00 +29% Mark Up = $161.25 per day |
| Long-Term: Must be certificated in the field in which they are substituting | $125.00 + 32% Mark Up = $165.00 per day |
| Hourly Rate for substitute teachers | $32/hour + 32% Mark Up = $42.24 per day |
| Paraprofessional | $85 per day + 32% Mark Up = $112.20 per day |

If ESS provides at least 85% of the substitutes required in a given month the markup increases from 32% to 34% and from 29% to 31%. The rates for teachers are the same as charged during the 2019-2020 school years.

As a result of an increase in the New Jersey Minimum Wage, the rates for paraprofessionals increased from $75 to $85 per day.

1. Pay rates for substitutes during the 2020 - 2021 school year.

|  |  |
| --- | --- |
| **Substitute Category** | **Hourly Rate** |
| Custodian | $12.00 |
| Cafeteria Workers | $12.00 |
| Classroom and Playground / Cafeteria Aides | $12.00 |
| Bus Drivers | $12.00 |

Informational: The recommendation rates are based on the Minimum Wages permitted in the State of New Jersey as of January 1, 2021.

1. Recommend approval of the following pay rates for employees substituting in other job categories as approved by the Board of Education on November 25, 2019 effective December 1, 2019.
   1. Unless otherwise stated in the Board of Education Agreements with the Paulsboro Education Association or Paulsboro Administrators Association, when an employee serves as a substitute in another job category, during hours when they are not doing their regular job, they will earn Step 1 prorated on an hourly basis for the job category where they are substituting. These extra work assignments are voluntary on the part of the employee. (This applies to Secretary, Computer Technician, Grounds Person, Custodian, Maintenance Worker, Cafeteria Worker, Bus Driver, Bus Aide, or Classroom Aide.)

Informational: It has become somewhat common and very helpful to the district for an employee to complete their duties then substituting for a colleague who is absent from work. By illustration, a Bus Driver may also substitute for an absent Grounds Worker. The Bus Driver earns $24.75 per hour for this work. Using the method recommended above, when the Bus Driver substitutes for the absent Grounds Person he / she will earn $29,407 prorated at $15.32 per hour (Step 1 of the Grounds Person pay scale as per the PEA agreement with the Board).

* 1. If an employee, during their regular work hours, is required to cover for another employee, he / she will continue to earn the same salary as paid for their regular employment.

Informational: By illustration, if a Grounds Person covers for a Bus Aide during regular work hours, he / she will continue to earn their salary as a Grounds Person rather than the lower rate paid to a bus aide.

Informational: At the August 12, 2019 meeting, the Board of Education adopted pay rates for substitute custodians, cafeteria workers, classroom aides, playground / cafeteria aides, bus drivers and teachers. These rates apply to people being hired as substitutes only. It is very difficult to find day-to-day substitutes in these job categories. As a result, the above recommendations are being made.

1. **District Insurance Brokers**

Insurance Brokers of Record for the 2020 - 2021 school 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.

1. **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.

1. **Participation School Alliance Insurance Fund (SAIF)**

Recommend adoption of the following resolutions for participation in the School Alliance Insurance Fund for the 2020-2021 school.

* 1. Resolution to renew participation in the School Alliance Insurance Fund (SAIF) for the 2020-2021 school year.
  2. Resolution to appoint The Barclay Group as the risk manager for the Paulsboro Board of Education.
  3. Resolution to approve the Indemnity and Trust Renewal Agreement for the School Alliance Insurance Fund (SAIF) from July 1, 2020 – July 1, 2023

1. **Tax Payment Schedule:**
2. The amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2020-2021 school year is $6,535,763 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.
3. The amount of district taxes, to meet all interest and debt redemption charges for the obligations of this Board for the 2020-2021 school year is $203,750 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, 2020 | $544,647.00 | $16,979.00 | $561,626.00 |
| August 18, 2020 | $544,647.00 | $16,979.00 | $561,626.00 |
| September 18, 2020 | $544,647.00 | $16,979.00 | $561,626.00 |
| October 16, 2020 | $544,647.00 | $16,979.00 | $561,626.00 |
| November 13, 2020 | $544,647.00 | $16,979.00 | $561,626.00 |
| December 18, 2020 | $544,647.00 | $16,979.00 | $561,626.00 |
| January 15, 2021 | $544,647.00 | $16,979.00 | $561,626.00 |
| February 12, 2021 | $544,647.00 | $16,979.00 | $561,626.00 |
| March 18, 2021 | $544,647.00 | $16,979.00 | $561,626.00 |
| April 15, 2021 | $544,647.00 | $16,979.00 | $561,626.00 |
| May 13, 2021 | $544,647.00 | $16,979.00 | $561,626.00 |
| June 17, 2021 | $544,646.00 | $16,981.00 | $561,627.00 |
| **Total** | **$6,535,763.00** | **$203,750.00** | **$6,739,513.00** |

1. **District Calendar**

Recommend approval of the attached district calendar for the 2020-2021 school year as adopted by the Board of Education on February 24, 2020.

1. **Approval of 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 2020 to July 2021. The only cost to the Board of Education is to provide space for the program adopted by the Board of Education on January 27, 2020.

1. **Charges for Reduced Priced and Paid Meals for Students Attending Out of District Schools**

Paulsboro does not require private schools to charge students for reduced and / or paid meals provided as part of their educational program in compliance with the New Jersey Department of Agriculture’s Child Nutrition Program regulations for school year 2020-2021.

Department of Agriculture’s Child Nutrition Program regulations for school year 2020-2021.

1. **School Photographer**

School Photographer agreement with Shutterfly Lifetouch, LLC to take student photographs at all of the district schools. This recommendation includes student photographs, prom photographs, homecoming photographs, student photographs for the yearbook, ID card photographs, and photographs at other school ceremonies. There is no cost to the Board of Education.

Informational: The schools have used Shutterfly Lifetouch, LLC for many years with one exception. For the past few years, Billingsport Early Childhood Center used BNI to take student photographs. The company takes student photographs then sells the school picture to parents or, in the case of high school students, to the students themselves. A portion of the profits are then returned to the school district.

1. **Representatives to New Jersey School Boards Association and Gloucester County School Boards Association**

Representatives to the New Jersey School Boards Association and the Gloucester County School Boards Association. (Approved by the Board of Education on May 20, 2019.)

|  |  |
| --- | --- |
| **Position** | **Representative** |
| Delegate | Joseph L. Lisa |
| Legislative Chairperson | Joseph L. Lisa |
| Alternate Delegate | Marvin Hamilton |
| Representative to Gloucester County School Boards Association | Joseph L. Lisa |

1. **Homebound Instruction**

Recommend approval for the following agencies to provide homebound instruction for the 2020-2021 school year at the rate of $32.00 per hour.

Brookfield Educational Services Program

Daytop Village of New Jersey

Education Inc.

Gloucester County Special Services School District

Professional Education Services

Shelter of Hope/Ranch Hope

The Children’s Hospital of Philadelphia

**Part II**

**Reorganization of the Board of Education**

**New Actions of the Board of Education**

**Until June 30, 2020**

**Explanation of Actions to Be Taken in Part II of the Reorganization**

The following actions are required for one of two reasons. First, changes of Personnel took place since June 30, 2020 so the previous Board of Education did not approve them at its Reorganization meetings. Second, in some cases the items were never placed before the Board of Education.

1. **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 2020 - 2021 school year:

1. Interim School Business Administrator / Secretary to the Margaret Meehan as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002. (Note: Ms. Meehan was appointed by the Board of Education on November 30, 2020.)
2. Payroll Secretary Michelle Jankauskas and Administration Building Secretary Karen Minniti as Substitute Custodians of Records to act in the absence of the Interim School Business Administrator.

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

1. **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  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Agency Account | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Athletic | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Capital Projects Fund | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Payroll | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Principal’s Account for Paulsboro Junior and Senior High Schools | Dr. Roy J. Dawson  Margaret Meehan  Paul Morina | 2 |
| Principal’s Account for Billingsport Early Childhood Center | Dr. Roy J. Dawson  Margaret Meehan  Tina L. Morris | 2 |
| Principal’s Account for Loudenslager Elementary School | Dr. Roy J. Dawson  Margaret Meehan  Matthew J. Browne | 2 |
| Purchase Orders | Dr. Roy J. Dawson  Margaret Meehan | 2 |
| Scholarship Fund | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Student Activities | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 2 |
| Warrant | Dr. Roy J. Dawson  Margaret Meehan  Marvin E. Hamilton, Sr.  Joseph L. Lisa | 3 |

1. **Chart of Accounts**

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

1. **Brokers and Companies Approved to Offer Tax Sheltered Annuities, Disability Insurance and Other Investment Vehicles to Employees**

**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 | Sharon Sparks Renaud |
| 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 | Sharon Sparks Renaud |
| Transamerica | Life Insurance and Long-Term Care | Robert McGee |
| Putman and Voya | TSA | Steven Anuszewski |

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

1. **Participation in New Jersey State Interscholastic Athletic Association**

**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 Rules and Regulations of the NJSIAA.

1. **Parliamentary Procedure**

**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.

1. **Compliance Officers**

**BE IT RESOLVED,** that the Board of Education appoints the following district officials to perform additional duties, to serve until June 30, 2021 (This duties do not carry additional stipends):

1. Superintendent Roy J. Dawson as Section 504 Compliance Officer.
2. Superintendent Roy J. Dawson as Americans with Disabilities Act (ADA) Coordinator.
3. Superintendent Roy J. Dawson as Homeless Liaison.
4. Superintendent Roy J. Dawson as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
5. Superintendent Roy J. Dawson as the authorized representative for state and federal projects.
6. Superintendent Roy J. Dawson as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than $3,000.00.
7. Interim School Business Administrator Margaret Meehan as the Public Agency Compliance Officer for Affirmative Action (PACO).
8. Superintendent Roy J. Dawson as the Custodian of Records for both student and personnel records.

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

1. **Actions of the Business Administrator in Consultation with the Superintendent**

**BE IT RESOLVED,** that Interim Business Administrator / Secretary to the Board of Education Margaret Meehan 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.
5. **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 2020 - 2021 school year whereas no single petty cash transaction may be larger than $75.00.

| **Location** | **Person Responsible** | **Maximum Fund Balance** |
| --- | --- | --- |
| Billingsport Early Childhood Center | Tina Morris | $100.00 |
| Loudenslager Elementary School | Matthew Browne | $100.00 |
| Paulsboro High School | Paul Morina | $200.00 |
| Paulsboro Junior High School | John Giovannitti | $100.00 |
| Central Offices | Margaret Meehan | $400.00 |
| Business / Superintendent | Margaret Meehan / Roy J. Dawson | $1,000.00 **Note 1** |

**Note 1:** This checking account is maintained in the Central Office in order to disperse funds on an emergency basis. Two original signatures are required on each check.

1. **Approval of Existing Contracts**

**BE IT RESOLVED,** that pursuant to PL 2015, Chapter 47 the Paulsboro Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations, in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200:

| **Company** | **Service Provided** |
| --- | --- |
| Bollinger Specialty Group | Student Accident Insurance |
| Dell Financial Services | Server Lease |
| Delta Dental | Dental Insurance |
| Educational Data Services, Inc. | Licensing / Maintenance Fee |
| Garden State Dust Control | Mat Rental / Cleaning |
| Nutri-Serv | Breakfast and Lunch |
| On-Tech Consulting | E-Rate/Universal Fund |
| Parker McKay | Bond Referendum Legal |
| Phoenix Advisors, LLC | Continuing disclosure agent |
| Pitney Bowes | Postage machine lease |
| Stewart A Xerox Company | Lease copiers |
| T-Mobile | Cell phone service |
| Tri-County Termite & Pest | Pest control |
| TriPlex Alarm Service | Burglar alarm monthly monitoring and high temp alarms |
| Visions Greenworks, LLC | Lawn Service  (formally known as JV’s Landscaping) |
| Wageworks | AFLAC Monthly Compliance fee |
| Xerox Financial Services, LLC | Lease copiers |
| Tamar Shelov | Learning Evaluations |
| School Alliance Insurance Fund | Property, liability, etc. |
| RX Alliance/Public Employer Benefits | Prescription |
| Trust Benecard Management Strategies | RX Prescription carrier |

Informational: Compliance with new contracts, not listed here, will be addressed prior to Board action.

Roll call vote: Theresa Cooper, Robert Davis, Marvin Hamilton, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, and the Greenwich Township Representative, Gerald Michael.

9 vote yes

Motion Carried

1. **BID THRESHOLD**

**BE IT RESOLVED,** that pursuant to N.J.S.A. 18A:18A-3 Paulsboro Board of Education approve the bid threshold in the amount of $32,000.00 and quote threshold in the amount of $4,800.00 (15% of the bid threshold).

Informational: The recommended thresholds are the lower limits established by the New Jersey Department of Education. The Board of Education adopted these lower limits on January 27, 2020. The maximum bid and quote thresholds allowed are $44,000.00 and $6,600.00 respectively.

**Next Scheduled Meetings**

**Monday, January 25, 2021**

*5:30 p.m. – Refreshments will be available for members of the Board of Education*

*7:00 p.m. - Regular Meeting – Paulsboro High School Library*

*If needed, Executive Session will take place prior to the Board of Education convenes at 7:00 p.m.*

•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 2021 for the purpose of reviewing the 2021 - 2022 Budget (Open Public Meeting). If the meetings are scheduled they will be advertised as per the Open Public Meeting Act.

**Motion To Adjourn**

Motion made by Hamilton, seconded by Reilly and unanimously carried (9-0) to adjourn the meeting at 7:11 PM.

Respectfully Submitted,



Interim Board Secretary