

# PAULSBORO PUBLIC SCHOOLS

Board of Education Meeting  
PAULSBORO, NEW JERSEY

## REORGANIZATION MEETING MINUTES

**TUESDAY, JANUARY 4, 2022**

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

7:00 p.m.  
**Board of Education Meeting**

The January 4, 2022 Reorganization Meeting of the Paulsboro Board of Education was called to order at 7:00 pm by Mrs. Anisah Coppin, Board Secretary presiding temporarily as the Board President.

### 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, it was announced that adequate notice of this meeting had been provided by mailing on the original date of Wednesday, June 23, 2021 and Wednesday, September 8, 2021 for the change of February 21, 2022 Meeting to February 22, 2021 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 2021-2022 Board of Education schedule of meetings was adopted by the Board of Education at the Meeting on August 25, 2021.

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.

### 1<sup>ST</sup> ROLL CALL

Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly (via phone), Markee Robinson, Tyesha Scott, Greenwich Township Representative Roseanne Lombardo (absent) and Student Representative Jason Gugel (absent).

Also in attendance:

Mr. Joseph Lisa  
Mrs. Danielle Scott  
Mrs. Irma Stevenson  
Dr. Roy J. Dawson III, Superintendent  
Mrs. Anisah Coppin, Business Administrator / Secretary to the Board of Education

### NOVEMBER 2, 2021 ELECTION RESULTS AND SWEARING IN OF NEW MEMBERS

Business Administrator / Board Secretary, Mrs. Anisah Coppin confirmed the results of the November 2, 2021 election of the following Board of Education Members. They were sworn in at the start of the meeting by the Business Administrator / Secretary to the Board of Education:

<b>TERM OF OFFICE</b>	<b>CANDIDATE</b>	<b>NUMBER OF VOTES</b>
Three - Year Term	Danielle Scott	805
	Irma Stevenson	789
	Joseph Lisa	698

**BOARD SECRETARY PRESIDES AS TEMPORARY CHAIRPERSON**

**OATH OF OFFICE**

Business Administrator / Secretary to the Board Anisah Coppin administered the Oath of Office to Mrs. Danielle Scott, Mrs. Irma Stevenson and Mr. Joseph Lisa. Mrs. Roseanne Lombardo was not present at the Reorganization Meeting and the Oath of Office will be administered to her at the next regular Board of Education meeting.

**2<sup>ND</sup> ROLL CALL**

Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Joseph Lisa, Elizabeth J. Reilly (via phone), Markee Robinson, Danielle Scott, Tyesha Scott, Irma R. Stevenson, Greenwich Township Representative Roseanne Lombardo (absent) and Student Representative Jason Gugel (absent).

**PLEDGE OF ALLEGIANCE**

**NOMINATIONS FOR PRESIDENT OF THE BOARD OF EDUCATION**

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

A motion was made by Mrs. Stevenson and seconded by Ms. Reilly to open the floor for nominations of the President of the Paulsboro Board of Education. Mr. Marvin Hamilton was nominated by Mrs. Stevenson and Mrs. Danielle Scott was nominated by Ms. Tyesha Scott.

A motion was made by Mrs. Stevenson and seconded by Ms. Reilly to close the floor for nominations of the President of the Paulsboro Board of Education.

Votes for Mr. Hamilton

Roll Call: Robert Davis (no), Marvin Hamilton (yes), Crystal Henderson (yes), Joseph Lisa (yes), Elizabeth Reilly (yes), Markee Robinson (no), Danielle Scott (no), Tyesha Scott (no), Irma Stevenson (yes).

Votes for Mrs. D. Scott

Roll Call: Robert Davis (yes), Marvin Hamilton (no), Crystal Henderson (no), Joseph Lisa (no), Elizabeth Reilly (no), Markee Robinson (yes), Danielle Scott (yes), Tyesha Scott (yes), Irma Stevenson (no).

Mr. Marvin Hamilton was re-elected as President of the Paulsboro Board of Education.

**BOARD PRESIDENT PRESIDES**

**NOMINATIONS FOR VICE PRESIDENT OF THE BOARD OF EDUCATION**

A motion was made to open the floor too nominations for the Vice President of Paulsboro Board of Education by Mrs. Stevenson and seconded by Mrs. Danielle Scott. Mrs. Scott was nominated by Mrs. Stevenson (?).

A motion was made by Mrs. Stevenson and seconded by Ms. Reilly to close the floor for nominations of the Vice President of the Paulsboro Board of Education.

Roll Call:

Robert Davis, Marvin Hamilton, Crystal Henderson, Joseph Lisa (no), Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma Stevenson.

Mrs. Danielle Scott was re-elected to Vice President of the Paulsboro Board of Education.

**PUBLIC COMMENTS – ITEMS ON THE AGENDA FOR THIS MEETING**

- *Mr. Rodney Dean, Sr.* approached the Board stating that the Paulsboro students need something to do. He proposed a boxing program for the youth and would like to partner with the Board. He is requesting help to secure a location.
- *Ms. Sarah Rego* is upset about the lack of staffing at the Paulsboro Public Schools. She suggested remote learning as an option.
- *Cheryl Scott* questioned the Board about a permanent nurse for Billingsport Early Childhood Center. She stated that there was no transparency with the Board of Education.
- *Melissa Corson* is concerned about rising COVID cases and requested the Board consider providing a remote instruction option and an in-person for students. Some students did not perform well during remote only instruction.
- *Nakia Winters* Requested an option for remote instruction versus in person. Ms. Winters also questioned the District’s plan per the Center for Disease Control’s (CDC’s) guidance.

**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

Business Administrator / Secretary to the Board of Education Anisah Coppin announced that all Board Members (excluding newly elected member Mr. Joseph Lisa) have completed all required training at this time.

**CODE OF ETHICS FOR MEMBERS OF THE BOARD OF EDUCATION**

Mrs. Coppin Business Administrator/Board Secretary presented the Code of Ethics to the members of the Board of Education at this meeting.

Motion was made by Mrs. Stevenson and seconded by Mrs. D. Scott.

**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.

Roll call:

Robert Davis, Marvin Hamilton, Crystal Henderson, Joseph Lisa, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma Stevenson.

Motion Carried.

All members were asked to sign the Code of Ethics and return to Mrs. Coppin.

## APPOINTMENT OF THE SECRETARY TO THE BOARD OF EDUCATION

Confirm appointment of Anisah Coppin as the Secretary to the Board of Education.

Motion was made by Mrs. Stevenson and seconded by Ms. Reilly.

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 April 26, 2021 for the period July 1, 2021 – June 30, 2022. It is appropriate at this time to confirm her appointment as Secretary to the newly seated Board of Education.

Roll call:

Robert Davis, Marvin Hamilton, Crystal Henderson, Joseph Lisa, Elizabeth Reilly, Markee Robinson, Danielle Scott, Tyesha Scott, Irma Stevenson.

Motion Carried.

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## Part I Reorganization of the Board of Education Confirming the Actions of the Previous Board of Education Until June 27, 2022

### EXPLANATION OF REORGANIZATION OF THE BOARD OF EDUCATION

The Paulsboro Board of Education made most of its appointments for the 2021-2022 school year at the June 28, 2021 meeting. These appointments are for the period July 1, 2021 – June 30, 2022.

This approach has two advantages. First, contracts and appointment are congruent with the school year and budget cycle – July 1<sup>st</sup> - June 30<sup>th</sup>. 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 30<sup>th</sup>.

Having said this, the Board of Education was 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, 2021 – June 30, 2022.

**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, 2022 – June 30, 2022:

Motion was made to approve Items A, C-X under Part I by Mrs. Stevenson and seconded by Mrs. D. Scott. Item B was tabled until the next board meeting.

#### **A. 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.

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

<b>BOE Meeting Date</b>	<b>Day of the Week</b>	<b>Time</b>	<b>Location</b>	<b>Type of Meeting</b>
July 28, 2021	Wednesday	7:00pm	Billingsport Early Childhood Multipurpose Room	Regular
August 25, 2021	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
September 27, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
October 25, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular

November 29, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
December 20, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
January 4, 2022	Tuesday	7:00pm	Paulsboro High School Auditorium	Reorg
January 24, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
February 22, 2022	Tuesday	7:00pm	Paulsboro High School Auditorium	Regular
March 28, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
April 25, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
May 23, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
June 27, 2022	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. PARTICIPATION BY THE PUBLIC IN MEETINGS OF THE BOARD OF EDUCATION**

In order 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.

**C. 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.

**D. 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.

**E. BARGAINING UNITS**

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

**F. COMPLIANCE OFFICERS**

The following district officials to perform additional duties until June 30, 2022.  
(Approved by the Board of Education on June 28, 2021.)

Note: Unless specifically stated, the officials do not receive additional 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)
4. Assistant Principal / A.D. John Giovannitti as Title IX Coordinator.
5. Director of Facilities John Swanson as the Paulsboro Safety Coordinator.
6. Director of Facilities John Swanson as the district Asbestos Hazard Emergency Response Officer.
7. Director of Facilities John Swanson as the Integrated Pest Management Coordinator.
8. Director of Facilities John Swanson as the Right to Know Designated Person.
9. Director of Facilities John Swanson as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
10. Payroll Secretary Michelle Jankauskas as Treasurer of School Monies.
11. Business Administrator Anisah Coppin as district delegate to the School Alliance Insurance Fund.
12. Business Administrator Anisah Coppin as the Fund Commissioner to the Schools Health Insurance Fund.
13. Interim Supervisor of Special Services Robert Harris until January 17, 2022 and then Director of Special Service Stacey Dimeo beginning January 18, 2022 as Section 504 Compliance Officer.
14. Interim Supervisor of Special Services Robert Harris until January 17, 2022 and then Director of Special Service Stacey Dimeo beginning January 18, 2022 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 until January 17, 2022 and then Director of Special Service Stacey Dimeo beginning January 18, 2022 as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
17. Superintendent Dr. Roy Dawson III as the authorized representative for state and federal projects.
18. Superintendent Dr. Roy Dawson III as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than \$3,000.00.
19. School Business Administrator Anisah Coppin as the Public Agency Compliance Officer for Affirmative Action (PACO).
20. Secretary to the Superintendent of Schools Deborah Kappra as the District Data Coordinator for the 2021-2022 school year.

**G. 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 28, 2021)
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 28, 2021.)

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.

**H. 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 28, 2021.)

**I. DISTRICT PROFESSIONALS:**

The following district professionals (Approved by the Board of Education on June 28, 2021, September 27, 2021 and December 20, 2021.)

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

**J. TUITION RATES**

Tuition rates for the Paulsboro Public Schools during the 2021 - 2022 school year. (Approved by the Board of Education on June 28, 2021.)

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.

**K. 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.

\* 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.

**L. TRAVEL LIMITATIONS**

The maximum operating travel allowance per N.J.A.C. 6A:23A-7.3 for the 2021-2022 school year at \$50,000.00. Year to date travel as of June 15, 2021 the district had spent well under \$20,000 on travel. (Approved by the Board of Education on June 28, 2021.)

**M. PROFESSIONAL SERVICES AGREEMENT FOR NURSING**

Nursing service contracts as a professional service. (Approved by the Board of Education on June 28, 2021.)

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.

**N. PAY RATES FOR SUBSTITUTES**

1. Professional services agreement and addendum to the contract for the period July 1, 2021 through June 30, 2022 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 28, 2021.)

TYPE OF SUBSTITUTE TEACHER	PAY RATE TO SUBSTITUTE TEACHER AND RATE CHARGED TO DISTRICT
Teaching Certificate or Substitute Teaching Certificate	\$95.00 + 32% Mark Up = \$125.40 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
PARAPROFESSIONAL	PAY RATE TO SUBSTITUTE TEACHER AND RATE CHARGED TO DISTRICT
Full Day Paraprofessional	\$91.00 + 32% Mark Up = \$120.12 per day

If ESS provides monthly fill rate is greater than 85% ESS will bill at a 2% increase.

2. Pay rates for substitutes during the 2021 - 2022 school year.

SUBSTITUTE CATEGORY	HOURLY RATE
Custodian	\$13.00
Cafeteria Workers	\$13.00
Classroom and Playground / Cafeteria Aides	\$13.00
Bus Drivers	\$13.00

Informational: The recommendation rates are based on the Minimum Wages permitted in the State of New Jersey as of January 1, 2022.

3. 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.
- a) 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).

- b) 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.

**O. DISTRICT INSURANCE BROKERS**

Insurance Brokers of Record for the 2021 - 2022 school year.

<b>BROKER OF RECORD</b>	<b>TYPE OF INSURANCE</b>
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 unspesifiable service following local finance notice AU 2002-2 began.

**P. 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.

**Q. PARTICIPATION SCHOOL ALLIANCE INSURANCE FUND (SAIF)**

Recommend adoption of the following resolutions for participation in the School Alliance Insurance Fund for the 2021-2022 school.

- a. Resolution to renew participation in the School Alliance Insurance Fund (SAIF) for the 2021-2022 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) from July 1, 2021 – July 1, 2023

**R. TAX PAYMENT SCHEDULE:**

1. The amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2021-2022 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.
2. The amount of district taxes, to meet all interest and debt redemption charges for the obligations of this Board for the 2021-2022 school year is \$207,022 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.

<b>Due Date</b>	<b>Local Tax Levy</b>	<b>Local Debt Service Tax Levy</b>	<b>Total Due</b>
July 15, 2021	\$544,647.00	\$17,252.00	\$561,899.00
August 16, 2021	\$544,647.00	\$17,252.00	\$561,899.00
September 15, 2021	\$544,647.00	\$17,252.00	\$561,899.00
October 15, 2021	\$544,647.00	\$17,252.00	\$561,899.00
November 15, 2021	\$544,647.00	\$17,252.00	\$561,899.00
December 15, 2021	\$544,647.00	\$17,252.00	\$561,899.00
January 18, 2022	\$544,647.00	\$17,252.00	\$561,899.00
February 15, 2022	\$544,647.00	\$17,252.00	\$561,899.00
March 15, 2022	\$544,647.00	\$17,252.00	\$561,899.00
April 15, 2022	\$544,647.00	\$17,252.00	\$561,899.00

<b>Due Date</b>	<b>Local Tax Levy</b>	<b>Local Debt Service Tax Levy</b>	<b>Total Due</b>
May 16, 2022	\$544,647.00	\$17,251.00	\$561,899.00
June 15, 2022	\$544,646.00	\$17,251.00	\$561,897.00
<b>Total</b>	<b>\$6,535,763.00</b>	<b>\$207,022.00</b>	<b>\$6,742,785.00</b>

**S. DISTRICT CALENDAR**

Recommend approval of the attached district calendar for the 2021-2022 school year as readopted by the Board of Education on October 25, 2021.

**T. 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 2021 to July 2022. 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.

**U. 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 2021-2022.

Department of Agriculture’s Child Nutrition Program regulations for school year 2021-2022.

**V. 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.

**W. 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 June 28, 2021.)

<b>POSITION</b>	<b>REPRESENTATIVE</b>
Delegate	Marvin Hamilton
Legislative Chairperson	Marvin Hamilton
Alternate Delegate	Danielle Scott
Representative to Gloucester County School Boards Association	Marvin Hamilton

**X. HOMEBOUND INSTRUCTION**

Recommend approval for the following agencies to provide homebound instruction for the 2021-2022 school year at the rate of:

- Brookfield Educational Services Program - \$32.00 per hour
- Shelter of Hope/Ranch Hope - \$40.00 per hour

Roll Call:

Robert Davis (no –F only), Marvin Hamilton, Crystal Henderson, Joseph Lisa (no), Elizabeth Reilly, Markee Robinson (no –F only), Danielle Scott, Tyesha Scott, Irma Stevenson.

Motion Carried.

**Part II**  
**Reorganization of the Board of Education**  
**New Actions of the Board of Education**  
**Until June 30, 2021**

**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, 2021 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.

Motion was made to approve Items Y-II, Part II by Mrs. Stevenson and seconded by Mrs. D. Scott.

**Y. 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 2021 - 2022 school year:

1. School Business Administrator / Secretary to the Anisah Coppin as the Custodian of Records as per the Open Public Records Act that took effect July 7, 2002. (Note: Mrs. Coppin was appointed by the Board of Education on April 19, 2021.)
2. Payroll Secretary Michelle Jankauskas as Substitute Custodians of Records to act in the absence of the School Business Administrator.

Informational: The Open Public Records Act is a major update to the Right-To-Know Law, N.J.S.A. 47:1A-1 et 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.

**Z. 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 Marvin Hamilton	2
Agency Account	Dr. Roy J. Dawson III Anisah Coppin Marvin Hamilton	2
Athletic	Dr. Roy J. Dawson III Anisah Coppin Marvin Hamilton	2
Capital Projects Fund	Dr. Roy J. Dawson III Anisah Coppin Marvin Hamilton	2
Payroll	Dr. Roy J. Dawson III Anisah Coppin Marvin Hamilton	2

ACCOUNT	AUTHORIZED SIGNATURES	NUMBER OF SIGNATURES REQUIRED ON CHECK
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 Marvin Hamilton	2
Student Activities	Dr. Roy J. Dawson III Anisah Coppin Marvin Hamilton	2
Current	This account does not issue checks	0

AA. **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.

BB. **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	Linda Dunfee
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	Linda Dunfee

COMPANY	TYPE OF ACCOUNT	BROKER
Transamerica	Life Insurance and Long-Term Care	Robert McGee
Putman and Voya	TSA	Steven Anuszewski

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

**CC. PARTICIPATION IN 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 Rules and Regulations of the NJSIAA.

**DD. 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.

**EE. COMPLIANCE OFFICERS**

**BE IT RESOLVED**, that the Board of Education appoints the following district officials to perform additional duties, to serve until June 30, 2022 (This 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 Anisah Coppin 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.

**FF. 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 Anisah Coppin 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.

**GG. 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 2021 - 2022 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	Anisah Coppin	\$400.00
Business / Superintendent	Anisah Coppin / Dr. Roy J. Dawson III	\$1,000.00 <b>Note 1</b>

**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.

**HH. APPROVAL OF EXISTING CONTRACTS**

Recommend approval of the following resolution:

**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 – Paulsboro High School	Postage machine lease
FP Mailing Solutions – Administration Building	Postage machine lease
Stewart A Xerox Company	Software
T-Mobile	Cell phone service
Tri-County Termite & Pest	Pest control
TriPlex Alarm Service	Burglar alarm monthly monitoring and high temp alarms

COMPANY	SERVICE PROVIDED
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.

## II. **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).

Informational: The previous thresholds were set at the lower limits established by the New Jersey Department of Education because the District was without a qualified purchasing agent. Mrs. Anisah Coppin, Business Administrator/Board Secretary received her qualified purchasing certification on November 26, 2021. This certification allows the District to utilize the higher bid thresholds cited above.

## **PUBLIC COMMENTS**

Board President opened the floor to public comments.

- *Ms. Cheryl Scott* Requested that the District post the agenda online for public access.
- *Mrs. Theresa Cooper* Stated that the Board is not organized, not on one accord and lacked transparency.

Mrs. Danielle Scott inquired about the online screening app the District previously used that allowed parents to provide their child's health status (i.e., temperature check, COVID symptoms, etc.).

## **EXECUTIVE CLOSED SESSION**

Board President, Mr. Hamilton called for a motion to go into closed session to discuss personnel matters.

Motion was made to go into Executive Closed Session by Mrs. Stevenson and seconded by Ms. Reilly. All members voted in favor of a 20 minute closed session that began at 8:23 pm.

At 8:59 pm Mrs. Stevenson made a motion to come out of Executive Closed Session. The motion was seconded by Mr. Davis. All members voted in favor.

## **RETURN TO REGULAR OPEN SESSION**

Dr. Dawson announced that due to impending icy weather in the morning of January 5, 2022; all Paulsboro Public Schools will open on a 2-hour delayed opening. Dr. Dawson also stated that he will contact the State about Paulsboro Public Schools temporarily implementing remote instruction.

## NEXT SCHEDULED MEETINGS

**Monday, January 24, 2022  
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 2022 for the purpose of reviewing the 2022 - 2023 Budget (Open Public Meeting). If the meetings are scheduled they will be advertised as per the Open Public Meeting Act.

## MOTION TO ADJOURN

The meeting was adjourned at 9:13 pm.

Respectively Submitted,



Board Secretary