



**Thursday, January 2, 2025
Reorganization Meeting Agenda**

PAULSBORO PUBLIC SCHOOLS

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

6:00 p.m. - Board of Education Executive Session

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

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

MISSION STATEMENT

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

A. OPENING OF MEETING

Subject	1. Call to Order
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	A. OPENING OF MEETING
Access	Public
Type	Information, Procedural

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 July 1, 2024 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 2024-2025 Board of Education schedule of meetings was readopted by the Board of Education at the Reorganization Meeting on January 2, 2024. In addition, an announcement that this meeting would be conducted in public was placed on the district website, Facebook and Twitter.

Motion by _____, second by____, to appoint Douglas McGarry, Board Secretary, as temporary chair to conduct, as recommended by the Superintendent.

Subject	2. Pledge of Allegiance
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	A. OPENING OF MEETING
Access	Public
Type	Procedural

Subject	3. Roll Calls
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	A. OPENING OF MEETING
Access	Public
Type	Action, Procedural

1st Roll Call

Theresa Cooper, John Golembiewski, Lawrence Haynes, Sr., Jack Henderson, Dei'jah Moore, Markee Robinson, Greenwich Township Representative Roseanne Lombardo, and Student Board of Education Member Valentine Mitchell and / or Alternate Student Member Nada Reda.

Also in attendance:

Mr. Robert Davis, Mr. Joseph Lisa and Mrs. Danielle Scott
Dr. Phillip C. Neff Jr., Superintendent
Mr. Douglas McGarry, Business Administrator / Secretary to the Board of Education
Mr. Frank P. Cavallo, Jr., Esquire, Parker McCay P.A. Board Lawyer

The following are the *official results* of the Tuesday, November 5, 2024, election for the Three seats on the Board of Education. Candidates will take office at the Reorganization Meeting on Thursday, January 2, 2025.

November 5, 2024, Election Results and Swearing in of New Members

The following Board of Education Members were elected by the citizens of Paulsboro at the November 5, 2024, election:

TERM OF OFFICE	CANDIDATE	NUMBER OF VOTES
Three - Year Term	Joseph L. Lisa	1,172
	Danielle L. Scott	1,236
	Robert Davis	1,123

BOARD SECRETARY PRESIDES AS TEMPORARY CHAIRPERSON

OATH OF OFFICE

Business Administrator / Secretary to the Board Douglas McGarry will administer the Oath of Office to Robert Davis, Joseph L. Lisa and Danielle L. Scott.

2ND ROLL CALL

Theresa Cooper, Robert Davis, John Golembiewski, Lawrence Haynes, Sr., Jack Henderson, Joseph Lisa, Dei'jah Moore, Markee Robinson, Danielle Scott, Greenwich Township Representative Roseanne Lombardo, and Student Board of Education Member Valentine Mitchell and / or Alternate Student Member Nada Reda.

NOMINATIONS FOR PRESIDENT OF THE BOARD OF EDUCATION

Business Administrator / Secretary to the Board of Education requests nominations for the President of the Paulsboro Board of Education.

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.

B. PUBLIC COMMENTS

Subject	1. PUBLIC COMMENTS – ITEMS ON THE AGENDA FOR THIS MEETING
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	B. PUBLIC COMMENTS
Access	Public
Type	Procedural

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.

C. Informational: Board Member Training

Subject	1. Board Member Training Required
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	C. Informational: Board Member Training
Access	Public
Type	Information, Procedural

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 Douglas McGarry 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.

Subject **2. Code of Ethics**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category C. Informational: Board Member Training

Access Public

Type Information, Procedural

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.

D. Appointment of the Secretary to the Board of Education

Subject **1. Appointing the Secretary to the Board of Education**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category D. Appointment of the Secretary to the Board of Education

Access Public

Type Action, Information

Recommended Action Recommend approval to confirm appointment of Douglas McGarry as the Secretary to the Board of Education.

Informational: Mr. McGarry’s duties include two components. First, he is the Business Administrator. Second, he serves as the Secretary to the Board of Education. Mr. McGarry was appointed as Business Administrator / Secretary to the Board on June 24, 2024, for the period July 1, 2024 – June 30, 2025. It is appropriate at this time to confirm his appointment as Secretary to the newly seated Board of Education.

E. BOARD BUSINESS

Subject **1. ESTABLISHMENT OF MEETING DATES, TIMES, LOCATION AND PLACES OF NOTIFICATION**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Information

Recommended Action 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
2024 – 2025 School Year**

BOE Meeting Date	Day of the Week	Time	Location	Type of Meeting
July 31, 2024	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
August 21, 2024	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
September 30, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
October 28, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
November 25 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
December 16, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
January 2, 2025	Thursday	7:00pm	Paulsboro High School Auditorium	Reorg
January 27, 2025	Monday	7:00pm	Paulsboro High School Auditorium	Regular

BOE Meeting Date	Day of the Week	Time	Location	Type of Meeting
February 24, 2025	Monday	7:00pm	Paulsboro High School Auditorium	Regular
March 24, 2025	Monday	7:00pm	Paulsboro High School Auditorium	Regular
April 28, 2025	Monday	7:00pm	Paulsboro High School Auditorium	Regular
May 19 2025	Monday	7:00pm	Paulsboro High School Auditorium	Regular
June 23, 2025	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.

Subject 2. PAULSBORO BOARD OF EDUCATION COMMITTEE APPOINTMENTS

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Information

The following Board members have been appointed to the respective committees.

HUMAN RESOURCES AND NEGOTIATION:

Markee Robinson
 Vacant
 Vacant
 Vacant

BUDGET:

Theresa Cooper
 Vacant
 Vacant
 Vacant

FACILITIES:

Jack Henderson
 Lawrence Haynes, Sr.
 Vacant
 Vacant

POLICY:

Theresa Cooper
 Markee Robinson
 Danielle Scott
 Vacant

CURRICULUM:

Roseanne Lombardo
 Vacant
 Vacant
 Vacant

Subject 3. PARTICIPATION BY THE PUBLIC IN MEETINGS OF THE BOARD OF EDUCATION

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Information, Procedural

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.

Subject	4. POLICIES AND PROCEDURES
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	E. BOARD BUSINESS
Access	Public
Type	Information, Procedural

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.

Subject	5. CURRICULUM, TEXTBOOKS AND CLASSROOM RESOURCES
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	E. BOARD BUSINESS
Access	Public
Type	Information, Procedural

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.

Subject	6. BARGAINING UNITS
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	E. BOARD BUSINESS
Access	Public
Type	Information, Procedural

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

Subject	7. COMPLIANCE OFFICERS
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	E. BOARD BUSINESS
Access	Public
Type	Information, Procedural

The following district officials to perform additional duties for the 2025 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 Derek Gieschen as the Paulsboro Safety Coordinator.
5. Director of Facilities Derek Gieschen as the district Asbestos Hazard Emergency Response Officer.
6. Director of Facilities Derek Gieschen as the Integrated Pest Management Coordinator.
7. Director of Facilities Derek Gieschen as the Right to Know Designated Person.
8. Director of Facilities Derek Gieschen as the Indoor Air Quality designee as required by PEOSH (Public Employees Occupational Safety and Health Program).
9. Business Administrator Douglas McGarry as district delegate to the School Alliance Insurance Fund.
10. Business Administrator Douglas McGarry 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. Phillip Neff Jr. as the authorized representative for state and federal projects.
16. Superintendent Dr. Phillip Neff Jr. as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than \$3,000.00.
17. School Business Administrator Douglas McGarry as the Purchasing Agent.
18. School Business Administrator Douglas McGarry as the Public Agency Compliance Officer for Affirmative Action (PACO).
19. Secretary to the Superintendent of Schools Deborah Kappra as the District Data Coordinator.

Subject 8. SCHOOL SAFETY MANUALS AND SCHOOL SAFETY SPECIALIST

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Information, Procedural

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. Paulsboro Junior / Senior 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.

Subject 9. DISTRICT PROFESSIONALS

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Information, Procedural

The following district professionals for the 2025 calendar year.

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

Subject **10. TUITION RATES**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

Tuition rates for the Paulsboro Public Schools during the 2025 calendar year.

GRADE LEVEL OR PROGRAM	EDUCATION AGENCIES
Preschool	\$15,297.00
Kindergarten	\$15,297.00
Grades 1-5	\$15,332.00
Grades 6-8	\$15,366.00
Grades 9-12	\$17,433.00
Multiple Disabilities	\$34,161.00
Learning Disabilities	\$35,893.00
Behavioral Disabilities	\$52,515.00*

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.

Subject **11. COOPERATIVE PURCHASING AND JOINTURE AGREEMENTS**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

<u>AGENCY</u>	<u>PURPOSE</u>
Gloucester County Special Services School District	Transportation^
Camden County Educational Services Commission	Transportation
Camden County Special Services Commission	Pricing
The Educational Services Commission of New Jersey	Pricing
Salem County Special Services School District	Pricing
Gloucester County Special Services School District	Pricing

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.

Subject **12. TRAVEL LIMITATIONS**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

The maximum operating travel allowance per N.J.A.C. 6A:23A-7.3 for the 2024-2025 school year at \$50,000.00. Year to date travel as of December 20, 2024, the district had spent well under \$20,000 on travel.

Subject **13. PAY RATES FOR SUBSTITUTES**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

1. Pay rates for substitutes during the for the 2025 calendar year.

SUBSTITUTE CATEGORY	HOURLY RATE
Custodian	\$15.49
Cafeteria Workers	\$15.49
Classroom and Playground / Cafeteria Aides	\$15.49
Bus Drivers	\$15.49

Informational: The recommendation rates are based on the Minimum Wages permitted in the State of New Jersey as of January 1, 2025.

Subject **14. DISTRICT INSURANCE BROKERS**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

Insurance Brokers of Record for the for the 2025 calendar year.

BROKER OF RECORD	TYPE OF INSURANCE
Steven Anuszewski	Health, Prescription, Dental 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.

Subject **15. PARTICIPATION IN THE SCHOOL HEALTH INSURANCE FUND**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Procedural

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

Subject **16. PARTICIPATION SCHOOL ALLIANCE INSURANCE FUND (SAIF)**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Information, Procedural

Recommended Action Recommend adoption of the following resolutions for participation in the School Alliance Insurance Fund for the 2025 calendar year.

- a. Resolution to renew participation in the School Alliance Insurance Fund (SAIF) for the 2025 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 2025 calendar year.

Subject 17. TAX PAYMENT SCHEDULE:

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Information, Procedural

1. The amount of district taxes, exclusive of debt service requirements needed to meet the obligations of this Board for the 2024-2025 school year is \$6,799,808 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 2024-2025 school year is \$213,945 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, 2024	\$566,651.00	\$17,829.00	\$584,480.00
August 16, 2024	\$566,651.00	\$17,829.00	\$584,480.00
September 15, 2024	\$566,651.00	\$17,829.00	\$584,480.00
October 15, 2024	\$566,651.00	\$17,829.00	\$584,480.00
November 15, 2024	\$566,651.00	\$17,829.00	\$584,480.00
December 15, 2024	\$566,651.00	\$17,829.00	\$584,480.00
January 18, 2025	\$566,651.00	\$17,829.00	\$584,480.00
February 15, 2025	\$566,651.00	\$17,829.00	\$584,480.00
March 15, 2025	\$566,651.00	\$17,829.00	\$584,480.00
April 15, 2025	\$566,651.00	\$17,829.00	\$584,480.00
May 16, 2025	\$566,651.00	\$17,829.00	\$584,480.00
June 15, 2025	\$566,647.00	\$17,826.00	\$584,473.00
Total	\$6,799,808.00	\$213,945.00	\$7,013,753.00

Subject 18. DISTRICT CALENDAR

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Action, Procedural
 Recommended Action Recommend approval of the attached district calendar for the 2024-2025 school year as readopted by the Board of Education on April 29, 2024. (Attachment)

File Attachments
[PPS District Calendar 2024-25 BOE 4-29-24 revised.pdf \(230 KB\)](#)

Subject 19. APPROVAL OF BEFORE AND AFTER SCHOOL PROGRAM

Meeting Jan 2, 2025 - Reorganization Meeting Agenda
 Category E. BOARD BUSINESS
 Access Public
 Type Information, Procedural

Recommend approval for Just Our Youth (JOY) Making a Difference, Inc. to continue to operate an after school program in the Paulsboro Public Schools, from September 30, 2024 to May 30, 2025. The only cost to the Board of Education is to provide space for the program.

Subject **20. CUSTODIAN OF SCHOOL RECORDS**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Information, Procedural

Recommended Action 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 2025 calendar year:

1. School Business Administrator / Board Secretary Douglas McGarry 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.

Subject **21. DEPOSITORY OF SCHOOL MONEY**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

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

Subject **22. AUTHORIZATION TO SIGN WARRANTS ACCOUNTS (CHECKS) AND PURCHASE ORDERS**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Information, Procedural

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

ACCOUNT	AUTHORIZED SIGNATURES	NUMBER OF SIGNATURES REQUIRED ON CHECK
Agency Account	Superintendent Business Administrator BOE President	2
Capital Projects Fund	Superintendent Business Administrator BOE President	2
Payroll	Superintendent Business Administrator BOE President	2
Flexible Spending Account	Superintendent Business Administrator	2
Principal’s Account for Billingsport Early Childhood Center	Superintendent Business Administrator Principal	2
Principal’s Account for Loudenslager Elementary School	Superintendent Business Administrator Principal	2
Purchase Orders	Superintendent Business Administrator	2

ACCOUNT	AUTHORIZED SIGNATURES	NUMBER OF SIGNATURES REQUIRED ON CHECK
Scholarship Fund	Superintendent Business Administrator BOE President	2
Student Activities	Superintendent Business Administrator BOE President	2
Warrant	Superintendent Business Administrator BOE President	3

Subject 23. CHART OF ACCOUNTS

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Procedural

Recommended Action 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.

File Attachments
[COA_2024-25.pdf \(2,510 KB\)](#)

Subject 24. BROKERS AND COMPANIES APPROVED TO OFFER TAX SHELTERED ANNUITIES, DISABILITY INSURANCE AND OTHER INVESTMENT VEHICLES TO EMPLOYEES

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Information, Procedural

Recommended Action 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	Walter Landgraf Joanne Lorenc
Prudential Financial	Disability	Leslie Kendus
Lincoln	TSA and Investments	Alberto Gaglianese
Putnam	TSA	Alberto Gaglianese Steven Anuszewski
Siracusa	TSA and Investments	Alberto Gaglianese
Oppenheimer Funds	TSA and Roth IRA	Alberto Gaglianese Hugh Phifer
Wage Works	Flexible Spending	Bonnie Borden
Transamerica	Life Insurance and Long-Term Care	Bonnie Borden
Putnam and Voya	TSA	Steven Anuszewski

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

Subject **25. PARTICIPATION IN NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Procedural

Recommended Action 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.

Subject **26. PARLIAMENTARY PROCEDURE**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Procedural

Recommended Action 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.

Subject **27. COMPLIANCE OFFICERS**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category E. BOARD BUSINESS

Access Public

Type Action, Information, Procedural

Recommended Action 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. Phillip C. Neff Jr. as Section 504 Compliance Officer.
2. Superintendent Dr. Phillip C. Neff Jr. as Americans with Disabilities Act (ADA) Coordinator.
3. Superintendent Dr. Phillip C. Neff Jr. as Homeless Liaison.
4. Superintendent Dr. Phillip C. Neff Jr. as liaison to the Division of Child Protection and Permanency, law enforcement agencies, and other agencies serving children.
5. Superintendent Dr. Phillip C. Neff Jr. as the authorized representative for state and federal projects.
6. Superintendent Dr. Phillip C. Neff Jr. as Uniform Grants Guidance (UGG) Accountability Officers for federal grants and competitive quotes for more than \$3,000.00.
7. School Business Administrator Douglas McGarry as the Public Agency Compliance Officer for Affirmative Action (PACO).
8. Superintendent Dr. Phillip C. Neff Jr. 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.

Subject **28. ACTIONS OF THE BUSINESS ADMINISTRATOR IN CONSULTATION WITH THE SUPERINTENDENT**

Meeting Jan 2, 2025 - Reorganization Meeting Agenda

Category	E. BOARD BUSINESS
Access	Public
Type	Action, Information
Recommended Action	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.

Subject	29. PETTY CASH
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	E. BOARD BUSINESS
Access	Public
Type	Action, Information
Recommended Action	BE IT RESOLVED, that as required by NJSA 18A:19-13, the Paulsboro Board of Education establish the following petty cash funds for the 2024 - 2025 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.

Subject	30. BID THRESHOLD
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	E. BOARD BUSINESS
Access	Public
Type	Action, Procedural
Recommended Action	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 \$32,000.00 and the quote threshold in the amount of \$4,800.00 (15% of the bid threshold).

F. BOARD COMMENTS

G. NEXT MEETINGS OF THE BOARD OF EDUCATION

Subject	1. Regular Meeting
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	G. NEXT MEETINGS OF THE BOARD OF EDUCATION
Access	Public
Type	Information

Monday, January 27, 2025
7:00 p.m.
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.

H. ADJOURNMENT

Subject	1. Adjourn the Meeting
Meeting	Jan 2, 2025 - Reorganization Meeting Agenda
Category	H. ADJOURNMENT
Access	Public
Type	Action
Recommended Action	Motion to adjourn the meeting.