**Paulsboro Public Schools**

**Monday, February 22, 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.

**Roll Call**

Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

Motion by Stevenson, seconded by Henderson to go in executive session at 6:00 p.m.

MOTION CARRIED

**Executive Session**

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

**Pledge of Allegiance**

**Public Comments – Items under the jurisdiction of the Board of Education**

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

**Correspondence** – **None at this Time**

**Old Business**

1. **COVID-19 Policy**

At the January 25, 2021 meeting, a citizen asked if we have a COVID-19 Policy.

The Paulsboro Public School District is currently updating the policy manuals. The Board approved this process at the October 26, 2020 School Board meeting. The current district policy regarding COVID-19 can be found in our Illness Policy #5141.2 on our District website.

**Pending Items – None at this Time**

**New Business**

1. Informational: The following chart provides the critical dates for review and submission of the 2021-2022 School Budget.

|  |  |
| --- | --- |
| **ACTION** | **DATE** |
| Governor’s Budget Address | February 23, 2021 |
| State Aid Information Released to School Districts | February 25, 2021 |
| Special Meeting to Adopted the 2021-2022 Budget | Note 1 |
| School Districts Submit the Budget to the County Office of Education | March 22, 2021 |
| Public Hearing for the 2021-2022 Budget | April 26, 2021 |

Note 1: The Budget Committee will meet on Monday, February 22, 2021 to review of the 2021-2022 school budget. It is expected that the Board will select dates for these items at the February 22, 2021 meeting.

**Board Business:**

1. **Committee Of The Whole: Negotiations**

**Collective Bargaining – Paulsboro Education Association and Paulsboro Administrators Association**

At the January 27, 2020 meeting, the Interim Superintendent Dr. Walter C. Quint suggested that the Board of Education might want to select the members who will serve on the Negotiations Committees for the contracts with the Paulsboro Education Association and Paulsboro Administrators Association. These agreements expire on June 30, 2021. Selection of committees now will allow them to review the existing contracts as well as attend training provided by New Jersey School Boards Association.

The Interim Superintendent Dr. Walter C. Quint sent the two collective bargaining agreements to the New Jersey School Board Association (NJSBA). NJSBA will review the agreements and make suggestions.

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Collective Bargaining Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Negotiation Team: Mr. Joseph Lisa, Chairperson, Members: Mr. Robert Davis and Mrs. Danielle Scott.

Update: January 5, 2021, the newly elected Board President Mr. Marvin Hamilton will replace the past Board President Mr. Joseph Lisa as Chairperson.

Update: January 5, 2021, the Paulsboro Board of Education has requested the following meeting dates for negotiations with the Paulsboro Education Association to begin the process:

Tuesday, February 23, 2021 at 4:00

Tuesday, March 9, 2021 at 4:00

Monday, March 29, 2021 at 4:00

All meetings will take place at the Paulsboro High School Library

1. **Committee Of The Whole: Facilities**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Facilities Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Facilities Committee: Mr. Joseph Lisa, Chairperson, Members: Mr. Marvin Hamilton, Mr. Gerald Michael and Mrs. Irma Stevenson.

On October 1, 2020 the Facilities Committee met for the first time to discuss the ROD Grants with District Consultant Frank Domin.

Update: January 5, 2021, the newly elected Board President Mr. Marvin Hamilton will replace the past Board President Mr. Joseph Lisa as Chairperson.

1. **Committee Of The Whole: Budget**

At the September 28, 2020 Board meeting, the Superintendent, Dr. Roy J. Dawson suggested that the Board of Education select the members who will serve on the Budget Committee.

Update: At the September 28, 2020 Board meeting, the Paulsboro Board of Education selected the Budget Committee: Mrs. Danielle Scott, Chairperson, Members: Mrs. Theresa Cooper, Mrs. Crystal Henderson and Mrs. Irma Stevenson.

1. **Committee of The Whole: Policy Manual**

The District Policy Manual is out of date and will be updated. New Jersey School Boards Association or another agency have provided leadership in this area.

Currently, the hard copy policy manual does not match what is posted online. The online policies, in some cases, appear to be drafts. Some recently adopted policies do not appear in the hard copy manual or online.

At the October 26, 2020 Board meeting the Board approved to contract with Strauss Esmay Associates, LLP who will update the District Policy Manual. The cost to review and update our District Policy Manual is $13,000.00. This is a onetime charge. There will be a yearly fee of $2,545.00 for the maintenance and updates to the policies.

Update: All documents that the Strauss Esmay Associates, LLP requested to start the process were sent to them on November 9, 2020 from the Office of the Superintendent. We are in the process of setting up meetings to discuss the DRAFT manuals for the District Policy Manual.

Update: January 13, 2021, Superintendent Dr. Roy J. Dawson and Secretary to the Superintendent Deborah Kappra had a review meeting with Strauss Esmay Associates, LLP. The meeting was to finalize some of Strauss Esmay Associates remaining questions regarding our personal titles and procedures. Our Policy Manual’s first draft will be sent to the Superintendent’s office by the end of January for our review.

Update: January 29, 2021, Superintendent Dr. Roy J. Dawson has received the first draft from Strauss Esmay Associates and will begin the reviewing process of the Policy manual.

**Report of The Board Secretary/Business Administrator**

**Report of The Superintendent**

**Executive Session**

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

**Next Meetings of the Board of Education**

**Regular Meeting**

**Monday, March 29, 2021** at 7:00 PM 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 via the chat feature of Zoom.us if necessary.

**Motion To Adjourn**

**Report of The Board Secretary/Business Administrator**

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

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

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

Regular Meeting January 25, 2021

Executive Meeting January 25, 2021

1. Approval of the January 2021 transfers. (**Attachment**)
2. Approval for February 2021 payment of bills that are duly signed and authorized. (**Attachment**)

Motion made by Stevenson, seconded by Henderson to approve items A-C.

MOTION CARRIED

**Report of The Superintendent of Schools**

**Note: All Recommendations in the Report of the Superintendent are made**

**“Upon the Recommendation of the Superintendent.”**

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

1. Informational: All people being recommended for employment must have completed a Criminal History Background Review and met certificate / license requirements along with all necessary paperwork prior to board action unless otherwise noted.
2. Recommend approval of the substitute teachers on the attached list from ESS (formally known as Source 4 Teachers). (**Attachment)**

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

1. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Monday, March 29, 2021 meeting of the Board of Education.

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

1. Recommend approval to accept the resignation with the intent to retire of Paulsboro Public Schools Supervisor of Support Staff Jack Henderson effective December 31, 2021.

Informational: Mr. Henderson has served our district for 29 years.

1. Recommend approval to accept the resignation with the intent to retire of Paulsboro Public Schools Buildings and Grounds Wayne Farrow effective August 1, 2021.

Informational: Mr. Farrow has served our district for 23 years.

1. Recommend approval to appoint Timothy McLean to the position of Part Time Maintenance Worker at the Paulsboro Public Schools. Mr. McLean will work 20 hours per week at a prorated salary of $17,423.00 annually. This is a part-time position that does not include benefits. Interviews were conducted by Supervisor of Support Staff Jack Henderson. This recommendation is contingent on successful completion of the Criminal History Background Review.
2. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #125 DOH 09/01/2005, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Monday, January 11, 2021 –  Friday, April 9, 2021 | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave (60 days) |

1. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #309 DOH 09/01/1994, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Tuesday, January 19, 2021 –  Monday, April 19, 2021 | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Intermittent Federal Family Leave (60 days) |

1. Recommend appointment of the following teacher to Co-Curricular and Class Advisor position at Paulsboro High School for the 2020 - 2021 school year. Stipends are as per agreement with the Paulsboro Education Association.

Acct. #11-401-100-100-00-997

| **Position** | **Advisor** | **2020-2021**  **Salary (in $)** |
| --- | --- | --- |
| 11th Grade Advisor | Rachel Wulk | $2,453.00 |

Informational: Other advisors were approved earlier in the year. This is needed to assist in planning various end of year activities that the 11th Grade will be participating.

Motion made by Stevenson, seconded by Cooper to approve items B-I

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson (abstained A,D, F), Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

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

1. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #1009 DOH 10/30/2015, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Monday, January 25, 2021 –  Friday, February 19, 2021 | With pay and benefits by use of accumulated sick and personal leave as well as the concurrent use of Federal Family Leave (19 days) |

1. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #338 DOH 10/27/1998, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Monday, February 1, 2021 –  Friday, February 26, 2021 | Unpaid with benefits paid by Staff member |

1. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #338 DOH 10/27/1998, with the following terms and conditions:

|  |  |
| --- | --- |
| **Dates of Leave** | **Terms and Conditions of Leave** |
| Monday, March 1, 2021 –  Wednesday, March 31, 2021 | Unpaid with benefits paid by Staff member |

Informational: FMLA 9 days (March 1, 2021 – March 11, 2021), Used 60 days FMLA (December 7, 2020 - March 11, 2021) within the past 12 months. Not FMLA 14 days (March 12, 2021 - March 31, 2021).

1. Recommend approval for the Loudenslager Elementary School Technology Teacher Ms. Monica Moore-Cook to complete her Administrative Internship in the Paulsboro Public Schools from March 2021 – December 2021.

Informational: Loudenslager Elementary School Principal, Mr. Matthew Browne will serve as the mentor for Ms. Moore-Cook. Ms. Moore-Cook already has her Supervisor certificate through the State of New Jersey. She is currently completing her Educational Leadership classes through New Jersey Excel.

1. Recommend approval to appoint Lauren Brassill to the position of 5th Grade Teacher at Loudenslager Elementary School effective March 1, 2021. Ms. Brassill will earn BA Step A - $48,257 as per agreement with the Paulsboro Education Association.

Informational: Ms. Brassill has worked as a Basic Skills Instruction Aide at Loudenslager Elementary School for 1 and a half years. Interviews were conducted by Loudenslager Elementary School Principal Matthew Browne, Billingsport Early Childhood Center Principal Tina Morris, Director of Curriculum and Assessment Christine Lindenmuth, and Interim Supervisor of Special Services Robert Harris.

1. Recommend approval to appoint Kayla Callaway to the position of Full Time Guidance Counselor at Loudenslager Elementary School effective March 1, 2021. Ms. Callaway will earn MA Step H - $55,300 as per agreement with the Paulsboro Education Association.

**Teacher % of Salary Title IV Account**

Kayla Callaway 15% $7,528.00 20-280-100-100-00

Informational: Ms. Callaway has approximately seven years of experience serving as a school counselor specifically at the elementary level. Interviews were conducted by Loudenslager Elementary School Principal Matthew Browne, Billingsport Early Childhood Center Principal Tina Morris, Director of Curriculum and Assessment Christine Lindenmuth, and Interim Supervisor of Special Services Robert Harris. Reference checks were completed by Loudenslager Elementary School Principal Matthew Browne.

Motion made by T. Scott, seconded by Henderson to approve items J-O.

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

**Staff and Curriculum Development:**

1. **Informational –** **Mid-Year Report of Paulsboro Junior-Senior High School Student Assistance Counselor L. Jean Brown. (Attachment)**

Please find attached a copy of the above mentioned report for the period September 1, 2020 – January 31, 2021. The report highlights the nature and number of challenges faced by students. Ms. Brown assists student with issues ranging from anger to depression to family relationships to grief to legal matters, etc., etc.

1. **Informational - Enrollment and Class Size:**
2. The following chart presents the enrollment data for Preschool - 8:

| **Grade** | **Enrollment – February 15, 2021** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020-2021** |
| Pre- School Age 3 & 4 | 57 | 69 | 62 | 78 | 82 | 51 |
| K | 104 | 98 | 93 | 101 | 93 | 79 |
| 1 | 111 | 86 | 87 | 83 | 84 | 85 |
| 2 | 79 | 84 | 80 | 79 | 79 | 81 |
| 3 | 56 | 64 | 102 | 90 | 81 | 88 |
| 4 | 65 | 70 | 59 | 99 | 81 | 82 |
| 5 | 64 | 59 | 69 | 62 | 97 | 84 |
| 6 | 53 | 83 | 61 | 69 | 56 | 98 |
| 7 | 73 | 72 | 92 | 68 | 71 | 61 |
| 8 | 62 | 81 | 67 | 90 | 66 | 73 |
| Self-Contained  Special Education  Billingsport/Loudenslager\* | 26 | 28 | 20 | 19 | 23 | 13 |
| Grand Totals | **750** | **794** | **792** | **838** | **813** | **795** |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Enrollment – February 15, 2021** | | | | | |
| **2015** | **2016** | **2017** | **2018** | **2019** | **2020-2021** |
| 9 | 63 | 80 | 93 | 92 | 107 | 102 |
| 10 | 82 | 78 | 77 | 83 | 82 | 100 |
| 11 | 80 | 77 | 64 | 78 | 73 | 75 |
| 12 | 78 | 95 | 85 | 63 | 82 | 83 |
| **Total** | **303** | **330** | **319** | **316** | **344** | **360** |

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

| **Grade** | **Number of Students per Class as of**  **February 15, 2021** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pre-School | 7 | 7 | 6 | 12 | 8 | 11 |  |  |
| Kindergarten | 20 | 20 | 19 | 20 |  |  |  |  |
| 1 | 20 | 24 | 20 | 21 |  |  |  |  |
| 2 | 24 | 18 | 22 | 17 |  |  |  |  |
| 3 | 19 | 18 | 19 | 17 | 15 |  |  |  |
| 4 | 19 | 23 | 17 | 15 | 8 |  |  |  |
| 5 | 21 | 22 | 14 | 14 | 13 |  |  |  |
| 6 | 19 | 21 | 16 | 20 | 11 | 11 |  |  |
| Special Education BECC |  | 4 | 6 | 3 |  |  |  |  |

**Instructional Services**: **None at this time**

**Student Activities A - E:** The Greenwich Township Representative may not vote on items in this section of the agenda.

1. Recommend approval to appoint Jeffrey S. Cervantes to the position of Volunteer for the Middle School Girls Basketball Team during the 2020 - 2021 school year. This recommendation is pending successful completion of the Criminal History Background Review.
2. Recommend approval for Loudenslager Elementary School to hold a Virtual Read

Across America Day on Tuesday, March 2, 2021.

Informational: Read Across America Day is an Annual event that is part of the Read Across America initiative created by the National Education Association. This day is a motivational and awareness day, calling all children and youth in every community across the United States to celebrate reading. As part of this program, Loudenslager Elementary School will invite guest readers from local organizations including; The Paulsboro Public School District, Paulsboro Police Department, Boys & Girls Club of Gloucester County, and the Paulsboro Refining Company. These guest readers will speak to the students virtually through Google Meet.

1. Recommend approval for the Loudenslager Elementary School to hold a virtual STEAM Fair on Thursday, March 4, 2021.

Informational: The Loudenslager STEAM Fair has been held at Loudenslager each of the past three years, and provides Loudenslager students and their families with the opportunity to participate in STEAM Related activities. Families participating in this year’s STEAM Fair will receive a STEAM Kit with all of the resources needed to participate from home. Loudenslager STEAM teacher Mrs. Rebecca Richardson will lead all participants in a guided lesson via ZOOM. This event is sponsored by the Paulsboro Education Association as part of their Pride Grant Program.

1. Recommend approval for Loudenslager Elementary School to hold a Virtual Career Day Program on Friday, March 26, 2021.

Informational:This annual program is organized by the Loudenslager Career Day committee led by Loudenslager Special Education Teacher Amber Berry. This committee has secured a diverse set of presenters to provide students at Loudenslager with the opportunity to learn about specific career paths and to talk directly with professionals in those fields. Presentations will be provided via Google Meet and students in both the Hybrid and Remote Learning Programs will be able to participate. There is no cost to the board of education for this activity.

1. Recommend approval for Lynn Corona from The Republic Bank of Glassboro to present a virtual version of their financial literacy program entitled “Money Zone” to the 4th Grade students at Loudenslager at a date to be determined by Loudenslager Principal Matthew Browne during the month of March 2021.

Informational: The Money Zone Program is a financial literacy program geared towards 4th grade students. This program is broken down into three 20-30 minute lessons focused on Saving Money, Budgeting, and Common Bank Forms. The program is linked to the National Council of Teacher of Mathematics Standards and is linked to the New Jersey 21st Century Learning Standard 9.1 for Personal Financial Literacy. This will be the 2nd year that Loudenslager has hosted this program, and will be provided via Google Meet so that both in-person and remote students can participate. There is no cost to the board of education for this program.

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

**Construction Updates:**

1. **Informational: ROD and Non-ROD Grants**

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

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

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

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

**Rod Grants Update**: District Consultant Frank Domin, with district staff, has reviewed the proposed ROD (Regular Operating District) Grant Projects. They have met with the contractors that submitted the original bids in 2015 and 2017. The contractors consulted with their respective Union Hall representatives to review the wage rates that were used in the original bids. All contractors agreed to resubmit proposals through the County Educational Services bid process. When all proposals are received they will need to be within the Original Board approved Scope and Budget and then presented to the State to assure that they are acceptable under the original ROD Grant guidelines for funding.

**The following proposals have been received**:

High School; boiler replacement, bathroom renovations, Band Room humidity control.

Paulsboro Junior / Senior High School, Billingsport Early Childhood Center and Loudenslager Elementary School; Building and Energy Management System to provide automatic temperature and ventilation control.

**We are waiting for the following proposals**: Site drainage correction on all three locations, domestic water piping and hot water, relocate Fire Alarm Panel, and exterior door replacement.

**October 14, 2020 Update:**

Dr. Dawson met with the Facility Committee, Supervisor of Support Staff Jack Henderson and District Consultant Frank Domin to review the SDA Rod Grant progress. The School Development Authority representative has continued to provide project guidance. Proposals are continuing to come in. We are waiting for all proposed work to have updated proposals which will be reviewed by the Facility Committee then sent to the SDA before moving forward on any project. This will allow the District to complete as much of the work as possible within the allowable budget.

As part of this process other emergent Non ROD Grant facility projects that were identified during the 2015 Bond Referendum are also being updated. Proposals have been received to correct Site Drainage at Loudenslager School $142,000.00 and the High School $115,000.00. We are waiting for Billingsport Early Childhood Center Wing drainage and Security System proposals. These are General Fund Capital Outlay items that are being updated should bond referendum monies come available at the end of the ROD Grant project. They should also be reviewed during the upcoming budget process.

1. **Informational: Billingsport Early Childhood Center**

This is informational at this point but it must be included in the 2020-2021 budget.

During February 2020, water leaked through the ceiling of a second floor classroom (used as office space) was reported. The maintenance staff immediately worked to determine the cause of the leak. In fact, a roofer made a minor repair with the hope of fixing the problem. This was unsuccessful.

Several contractors have examined the situation. Both indicate that a significant repair is needed. In addition to the roof itself, the rafter may need to be repaired. Cost estimates range into the six figures.

Garrison Architects have completed a field investigation of the situation, prepared a report and is now preparing specifications for the project.

**October 14, 2020 Update:**

Construction Proposal received using the County Educational Services Commission Bid Co-op to complete structural and roof repairs. Base Bid $225,000.00. There was an alternate using an EDPM roof system that was $203,000.00. This would be taken into consideration during the upcoming FY 2021 - 2022 planning.

**November 19, 2020 Update**

Meetings have continued with the vendors that are submitting proposals. Additional facility inspections have been conducted. Proposals have been reviewed by the architects to assure that they are within the original scope of the Bond Referendum. A lot has changed within the State in the last five years since the projects were approved, so all of the proposals have been submitted to the School Development Authority (SDA) to review for form and vendor approval. Using the County Educational Services Commission Purchasing Cooperative is also new to the SDA and we wanted to get their upfront review. The contractors have stated if awarded in November work can be started for some of the emergent projects over the December Holiday break. Shut off valves, boilers and potable water lines are the priority.

Our contact at the SDA has reviewed all of the projects we are recommending at this meeting.

There are two projects that are ready to award but the SDA said, has been DESCOPED (Bathroom ADA Upgrades – W. J. Gross Inc., CCESC Bid # FY19-01, $77,330.00; Replace existing shut off valves and service piping to water distribution system and hot water to janitor closets in original 1926/1973 and 1981 sections to begin resolving code issues - W.J. Gross, Inc. CCESC Bid# FY19-01, $37,900)

We will prepare letters petitioning the need for emergent relief because of need and that there are sufficient Grant funds to complete. We will look to award at a future meeting.

There are additional projects, Fire, Security and Potable Water Supply at Loudenslager that are waiting proposals and will be reviewed for a future meeting.

The projects that are being recommended for approval are within the original project guidelines and within the Bond budget. All projects are bid using regular wage hours. Proposals were received with alternates for night and weekend rates but are not included to provide time to see if projects can be done during normal work day and holiday weeks. This will allow up to $35,000 per school to complete other emergent projects.



**MOTION was Approved:** **for the following ROD Grant proposals submitted through the Camden County Educational Services Purchasing Cooperative - CCESC contract #66CCEPS.**

**High School:**

Doors and Frames – Replace for Security and ADA Compliance. Exterior – FRP Doors, Aluminum frames, finish hardware and glazing – W.J. Gross, Inc., CCESC Bid# FY19-01, $99,600.00 (Alternate for anodized vs. white deduct $4,075.00).

Boiler Replacement – CM3, CCESC Bid# FY17-02, $437,200 \*Requires District to test and if necessary abate Asbestosis from existing boilers prior to project start.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02, $470,000 plus Alternate #1 Control Valve Replacement $33,000

**$1,039,800**

**Loudenslager**

Bathroom ADA Upgrades - W.J. Gross, Inc. CCESC Bid# FY19-01, $3,240.00.

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02,

$170,000 plus Alternate #1 for Control Valve Replacement $26,000

**$199,240**

**Billingsport**

Correct window well drainage - W.J. Gross, Inc. CCESC Bid # FY19-01, $21,865.00.

Remove Replace Doors for ADA Compliance. Main Entrance – New FRB Doors, aluminum frame, hardware & glazing - W.J. Gross, Inc. CCESC Bid# FY19-01, $22,450.00

(Alternate for anodized vs. white deduct $4,075.00).

New HVAC Building Automation System Expansion CM3 CCESC Bid# FY17-02,

$170,000 plus Alternate #1 for Control Valve Replacement $26,000

**$240,315**

**December 21, 2020 Update**

We have not received a response from the SDA concerning our request to expand the approved scope of work for the Bathroom ADA upgrades and the Water Shut Off Valves. This will hold these projects in limbo for the time being, but no news is good news.

We are moving forward with awarding the projects approved at the November meeting. The Board’s environmental company is actively consulting with the contractors that will be removing the High School Boilers and two exterior door panels that have known asbestos particles. Since both have been monitored in the District’s 6 month and Annual AHERA Reports we are able to move forward with these projects safely.

We have received two quotes for New Security Systems that include card swipes, cameras and monitors at both Billingsport at $33,899 and Loudenslager at $74,119. There are sufficient funds for the Loudenslager project but the Billingsport work was not in the approved SDA project Scope. There is State funding that has come available that may include this project, but has a very short window to apply. Matthew Browne is working under a tight deadline to complete the Security grant process and is including the Billingsport project.

**MOTION was Approved: for the following ROD Grant Proposal.**

**Loudenslager**

New Security Systems including, cameras wiring – LTW Master Agreement MNWNC-124 NJ State Contract #89980 $73,619.18

**January 19, 2021 – No updates at this time**

**February 16, 2021 Update**

**Rod Grants**

SDA update. We have not received a (negative) response from our November Petition to re-include items into the project scope. Calls to the State have been very supportive so we are taking that as good news and are continuing to move forward.

**High School Boiler Project**. The District environmental consultant, Steven Flanagen, outlined asbestos remediation plan for boiler removal. Although the District Annual and Six Month AHERA Report reflects Boiler Room asbestos was remediated, there is still asbestos in the seams of all boilers that if dismantled need to be remediated. The original plan called for removal and replacement of one boiler at a time which allowed for the work to be completed during this heating season. Asbestos removal requires sealing the area and limited occupancy of the building. This will add about 4 weeks to the project and $90,000 if boilers are removed one at a time or $66,000 if together. This will push the start date until after the heating season. Quotes have been received for the additional costs and will be submitted to the State to see if they can be included in the ROD Grant.

**ESIP - Educational Savings Improvement Program.**  This is a program that will enhance the ROD Grant projects that are underway and continue the momentum of Capital Improvements to the district facilities. Dr. Dawson has invited one of the State approved providers, Schneider Electric to conduct a no obligation review of the Districts possibility of taking advantage of this cost savings program. It is about a 1-year process that the end result will outline facility improvements that will pay for themselves out of the annual cost savings. The first step required by the State is for the District to conduct a LGEA Local Government Energy Audit before applying for an ESIP.

The Audits are in depth reviews that are regulated by ASHRAE, American Society for Heating Refrigeration and Air Conditioning Engineers. These audits are not free but funding is available and is picked up by the State through a little charge that most people do not see on their electric bill. The Community Societal Benefit Charge. We have taken the first steps to secure funding to start moving forward.

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

1. Recommend approval to accept and submit the Asbestos Hazard Emergency Response Act (AHERA) Periodic Surveillance Inspection Reports to appropriate agencies for Paulsboro Junior-Senior High School and Administration Building. The reports dated December 28, 2020 are available for inspection in advance of the meeting in the Office of the Interim Business Administrator. They will also be available at the meeting for review.

Informational: The AHERA Periodic Surveillance Inspection Report provides a summary of asbestos findings as well as a history of asbestos removals for a given facility. The inspection is conducted and reports created by Horizon Environmental Group, Inc. under contract with the Paulsboro Board of Education. The district engages the Horizon Environmental Group to perform periodic inspections of all district facility for compliance with the Asbestos Hazard Emergency Response Act. These inspections are required to be performed every six months and the results reported to the Board. The reports identify all asbestos containing materials in each facility and the condition of those materials. All of the asbestos containing materials present in the district are properly encapsulated and no action is required at this time.

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

1. Recommend approval to submit the Asbestos Hazard Emergency Response Act (AHERA) Periodic Surveillance Inspection Reports to appropriate agencies for Loudenslager Elementary School and Billingsport Early Childhood Center. The reports dated December 28, 2020 are available for inspection in advance of the meeting in the Office of the Interim Business Administrator. They will also be available at the meeting for review.

Informational: Please see above

Motion by Cooper, seconded by Henderson to approve Items A and B.

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

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

1. Recommend to accept the Audit Report from Bowman & Company LLP for the period ending June 30, 2020. **(Attachment)**
2. Recommend to approve the Corrective Action Plan for the Audit of the period ending June 30, 2020. **(Attachment)**
3. Recommend approval of Settlement Agreement, Release, and Confidentiality Agreement Claim #2017017437, insurance settlement in the amount of $125,000.00.
4. Recommend approval to purchase and place a wreath during the 2021 Paulsboro Memorial Day service. Cost of the wreath is not to exceed $50.00.

Informational: Traditionally, the George D. Patton Jr. Post 678 of the Veterans of Foreign Wars conducts a Memorial Day service at the Delaware Street Monument that honors the memory of Paulsboro residents killed in action. The details of 2021 ceremony have not yet been announced but the Superintendent Dr. Dawson is seeking approval to purchase the wreath at this time so he does not need to seek retroactive approval at a later date.

1. Recommend retroactive approval of a change in Out of District placement for student Case #3037 Grade 10 ED from Pineland Learning Center to Ranch Hope effective on January 11, 2021. The change of tuition is from $31,928.00 to $51,514.32 for the remainder of the 2020-2021 school year.

Informational: The change of placement was to better meet the student’s needs. Due to COVID-19 and not being transferred to Pinelands Learning Center, the parent gave consent for the student to attend Ranch Hope. The Paulsboro Board of Education remains responsible for the educational component at Ranch Hope.

1. Recommend approval to accept the bid from Gloucester County Special Services School District (GCSSSD) for Route S7569.

The interim School Business Administrator announced that the synopsis of audit and the detailed correction action plan were available to the public for review. The Board reviewed the corrective action plan.

Motion by Stevenson, seconded by Cooper to approve Items A-F.

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

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

1. Recommend retroactive approval of a change approval of a change in Out of District placement for student Case #2822 Grade 4F PSD from Paulsboro Public School general education to East Greenwich Jeffery Clark School effective on January 28,2021. The tuition is $13,001.00 plus additional services at a prorate of $26,295.00 for the remainder of the 2020-2021 school year.

Informational: The change of placement was to better meet the student’s needs. The Paulsboro Board of Education remains responsible for the educational component at East Greenwich School District.

1. **Informational - Child Nutrition**

The following is a summary of student participation in the breakfast and lunch program for the 2020 - 2021 school year. Paulsboro participates in the Community Eligibility Program (CEP) that provides both breakfast and lunch free of charge to every student. The administration continues to explore strategies to increase participation in this important program.

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

| **Month** | **Expenses** | **Revenues** | **Revenue - Expenses** |
| --- | --- | --- | --- |
| July | $18,101.36 | $9,825.53 | -$8,275.83 |
| August | $14,886.16 | $6,782.04 | -$8,104.12 |
| September | $33,158.96 | $23,064.65 | -$10,094.31 |
| October | $39,185.84 | $32,788.50 | -$6,397.37 |
| November | $31,588.14 | $32,519.19 | $931.05 |
| December | $27,967.48 | $24,613.89 | -$3,353.59 |
| January | $36,055.24 | $30,688.40 | -$5,366.84 |
| **Year to Date** | **$200,943.18** | **$160,282.20** | **-$40,660.98** |

The data indicates that relatively few meals were served and are being served since the mandated school closure began during mid-March 2020. As result, the cafeteria, while providing a vital service, is losing money. The shortfall is being taken from reserves built up in the cafeteria account over past years.

1. **Informational: Breakfast and Lunch Service During the Mandatory School Closure and Summer 2020.**

Breakfast and lunch continue to be served at Paulsboro High School and Loudenslager Elementary School on a daily basis. Billingsport Early Childhood Center students may pick up their meals at the school most convenient for them. The “grab and go” meals are available between 9:00 AM and 10:00 AM daily.

The following chart presents the number of students and meals served per day:

| **Dates** | **Type of Program** | **Average Number of Students Served per Day** | **Average Number of Meals Served per Day** | **Total Meals Served** |
| --- | --- | --- | --- | --- |
| March 17 – June 15, 2020 | School Year | 262.5 | 525 | 33,076 |
| June 15 – June 30, 2020 | Seamless Summer Option | 92.7 | 185 | 2,040 |
| July 1 – July 31, 2020 | Summer Foods | | 54.08 | 1,244 |
| August 3 – August 28, 2020 | 51.80 | 1,036 |
| September 1 – September 30, 2020 | School Year | 375.3 | 188 | 6,830 |
| October 1 – October 31, 2020 | School Year | Remote | 271 | 8,388 |
| November 1 – November 30, 2020 | School Year | Remote | 310 | 9,312 |
| December 1 – December 31, 2020 | School Year | Remote | 265 | 6,630 |
| January 1 – January 31, 2021 | School Year | Remote | 269 | 8,344 |
| **Grand Total** | | | | **76,900** |

Motion by Stevenson, seconded by Cooper to approve Item G.

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

**School Safety: A - B:** The Greenwich Township Representative may vote on items in this section of the agenda.

1. Recommend approval for the Semi-Annual Student Safety Data System (SSDS) for the period September 1, 2020 – December 31, 2020 by HIB Coordinator John Giovannitti. The SSDS collects incidents of violence, vandalism, weapons, substance use, and harassment, intimidation and bullying (HIB), as well as HIB trainings and programs conducted to support anti-bullying efforts. A copy of the report is attached for review by members of the Board of Education (**Attachment**).

Informational: Due to the COVID-19 situation our students are receiving virtual or remote learning. The report reflects that there were no incidents to report during this time period. Semi-annually information was submitted to the New Jersey Department of Education.

1. Recommend approval for the Paulsboro Police Department to conduct tactical walkthrough sessions at Loudenslager Elementary School, Billingsport Early Childhood Center, and Paulsboro Junior/Senior High School between March 2021 - June 2021. These tactical walkthrough sessions will be conducted under the supervision of Chief of Police Gary Kille and Captain Kenneth Ridinger.

Informational: These walkthrough sessions will allow the local police department to practice and refine their response to school emergencies within the district. Additionally, providing the local police department with the opportunity to conduct tactical training sessions in the school is a recommended practice from the New Jersey Office of School Security. It should be noted that these police training sessions will be completed after hours and will not include any students or staff from the Paulsboro Public School District.

Motion by Cooper, seconded by Stevenson to approve Items A and B.

Roll Call Yes: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Danielle Scott, Tyesha Scott, and Irma R. Stevenson.

MOTION CARRIED

1. Informational: Report of School Security Drills

| **Report of Paulsboro Public Schools Security Drills** | | | | |
| --- | --- | --- | --- | --- |
| **Type of Drill** | **Notation** | **Schools** | | |
| **Paulsboro Junior / Senior High** | **Loudenslager Elementary** | **Billingsport Early Childhood Center** |
| Fire Evacuation | Each school must conduct one per month | 09/18/2020  10/17/2020  11/03/2020  Red  11/12/2020  White  12/17/2020  Red  01/21/2021  White  01/26/2021  Red | 09/18/2020  10/09/2020  11/24/2020 Red  11/20/2020 White  12/23/2020  Red  1/25/2021  Red  1/29/2021  White | 09/18/2020  10/07/2020  11/19/2020  Red  11/23/2020  White  12/21/2020  1/25/2021  Red  1/21/2021  White |
| Communication Drill\*\* | September 2020 | 09/24/2020 | 09/25/2020 | 09/22/2020 |
| Evacuation  (Non-Fire) | Each school must conduct two annually |  | 10/15/2020  12/15/2020 | 12/15/2020  1/26/2021  Red  1/29/2021  White |
| Lockdown | Each school must conduct two annually | 12/3/2020 | 11/23/2020  Red  11/19/2020 White | 11/20/2020  Red  11/24/2020  White |
| Bomb Threat | Each school must conduct two annually | 11/17/2020  Red  11/19/2020  White | 1/26/2021  Red  1/22/2021  White | 10/15/2020 |
| Active Shooter | Each school must conduct two annually |  |  |  |
| Shelter In Place | Each school must conduct two annually | 10/14/2020  01/25/2021  Red  01/28/2021  White |  |  |
| **Other Drills** | | | | |
| Bus Evacuation | School District (Annually) |  |  |  |
| Bus Evacuation | School Routes  (2 Annually) | (P7) Bankbridge Elementary  10/26/2020  (P8) Bankbridge Regional  10/23/2020  (P7) Bankbridge Dev. Center  10/26/2020 |  |  |
| Test of Emergency Communication System | Not required but conducted as an extra safety measure |  |  |  |
| AED (Automated External Defibrillators) **\*** | Not required but conducted as an extra safety measure | 09/01/2020  09/30/2020  10/30/2020  11/30/2020  12/18/2020  1/26/2021 | 09/01/2020  09/30/2020  10/30/2020  11/30/2020  12/18/2020  1/26/2021 | 09/01/2020  09/30/2020  10/30/2020  11/30/2020  12/20/2020  1/26/2021 |

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

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

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

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

**Public Comments**

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

**Motion To Adjourn**

Motion made by Cooper, seconded by Stevenson and unanimously carried (7-0) to adjourn the meeting at 7:15 PM.

Respectfully Submitted,



Interim Board Secretary