

# PAULSBORO PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING  
PAULSBORO, NEW JERSEY

## MINUTES

**MONDAY, JUNE 26, 2023**

**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**

### MISSION STATEMENT

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

### CALL TO ORDER

As required by the Open Public Meetings Act as presiding officer, I announce that adequate notice of this meeting has been provided by mailing on the original date of Wednesday, July 27, 2022 and Monday, September 26, 2022 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education.

The 2022-2023 Board of Education schedule of meetings was readopted by the Board of Education at the Reorganization Meeting on January 9, 2023.

In addition, an announcement that this meeting would be conducted in public was placed on the district website, Facebook and Twitter. A phone blast announcement was sent to alert citizens that the information about the public meeting is available on the district website, Facebook and Twitter. As usual, notice of the meeting was posted in Paulsboro Borough Hall and sent to the newspapers.

### ROLL CALL

Michelle Baylor (6:26 PM), Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tysha Scott and Greenwich Township Representative Roseanne Lombardo.

### EXECUTIVE SESSION

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

A motion was made by Mrs. Lombardo and seconded by Mr. Damminger to adjourn to Executive Session to discuss personnel and contract matters.

Vote:

**MOTION UNANIMOUSLY PASSED**

### PLEDGE OF ALLEGIANCE

Board President, Mr. Lisa led the board and the public in the Pledge of the Allegiance to the flag.

**PRESENTATIONS**

1. June’s **Raider Report** was distributed to the Board by Loudenslager Elementary School Teacher Tara Stahl.
2. Student of the Month Awards for April and May 2023 were presented to the following students by their principals and the Director of Curricukum:

Paulsboro Junior High School	Paulsboro High School
<p><b><u>April Students of the Month</u></b>                      Aaron Foster - Grade 7                      Eithand Clark - Grade 8</p> <p><b><u>May Students of the Month</u></b>                      Lauren Walter - Grade 7                      Kendale Costanzo - Grade 8</p>	<p><b><u>April Students of the Month</u></b>                      Lara Teixeira Meireles – Grade 9                      Mia Shaw - Grade 10                      Michael DiSimone - Grade 11                      Gerard Sharp - Grade 12</p> <p><b><u>May Students of the Month</u></b>                      Zion Fulton – Grade 9                      Alessandra Abraham - Grade 10                      JeishKamar Berrios-Rivera - Grade 11                      Shyanne Gantt- Grade 12</p>

*Following this presentation the Paulsboro Education Association invites the families and the Board of Education Students of the Month for light refreshments in the cafeteria.*

3. Attendance Officer Kenneth Ridinger presented the 2022-2023 Attendance Activity for the Paulsboro Public Schools.

**RESOLUTIONS:** - None at this time

**PUBLIC COMMENTS – ITEMS UNDER THE JURISDICTION OF THE BOARD OF EDUCATION**

At this time members of the public addressed the Board on the following topics on the agenda:

- Krista Lange, Jennifer Hoffman
  - Expressed concerns about Personnel items CC and DD because they exceed the upper ranges of the PEA’s salary guide.
  - Questioned whether the staff listed in Personnel Item W and Y have appropriate teaching certificates.
  - Expressed concerns about Personnel Item AA because internal staff members also applied for this position and were not selected. They questioned why a former staff member who resigned was brought back to fill this position.
  - Board Member Robinson questioned who approved the long term substitute teachers in question. Dr. Dawson stated that he will follow up with the board with the teaching certificates are complete.
- Mary Costa – Questioned if the individual recommended for Personnel Item A has the appropriate teaching certificate. Dr. Dawson responded yes.
  - Board members requested that going forward, certifications be listed in the informational section when requesting the Board to approve new hires if applicable.
  - Board member Robinson requested that the Board President and Vice President review resumes and qualifications prior to the board meeting.
- Erica Scott – Regarding Personnel Item X, she questioned who was teaching her son’s Math class if Ms. Mazzeo was covering for Ms. Morina’s Business Class?
- Karen Armistead – Indicated that Personnel Item CC should state “MA+30” and not BA+30.

- Terry Croce – Inquired why the agenda item attachments were not made available to the public.
  - Board members Robinson and D. Scott requested that the documents be made available online with the agenda.

**CORRESPONDENCE:**

1. Thank You card from Billingsport Early Childhood Center Grade 2 Teacher Colleen Phifer to the Members of the Paulsboro Board of Education thanking them for her Retirement Gift.

**OLD BUSINESS**

**A. NOVEMBER 2023 ELECTION - OFFICES OPEN FOR GENERAL ELECTION - INFORMATIONAL**

<u>Term of Office</u>	<u>Incumbents</u>
Three (3) three year terms	Markee Robinson Tyesha Scott
One (1) Year Term	Michelle Baylor

Election petitions are available through the Gloucester County Board of Elections office located at 550 Grove Road, West Deptford, New Jersey. Petition submission deadline to the County Board of Elections Office is Monday, July 31, 2023.

**B. REVIEW OF ALL NONTENURED ADMINISTRATIVE STAFF AND CONTRACTUAL STAFF PERFORMANCE REVIEWS**

Mrs.Scott made a motion which was seconded by Mr. Robinson to provide board members with the performance reviews of all nontenured administrative staff and contractual staff in February or March, prior to the May Board meeting.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

**MOTION UNANIMOUSLY PASSED**

**C. RESCIND SALARY INCREASE FOR DIRECTOR OF FACILITIES**

A motion was made by Mrs. Scott and seconded by Mr. Robinson to rescind the SY23-24 salary increase for the Director of Facilities, John Swanson.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

**MOTION UNANIMOUSLY PASSED**

**D. APPROVAL OF THE ADDENDUM TO THE FOOD SERVICE MANAGEMENT CONTRACT TO CLARIFY THE GUARANTEED BREAK-EVEN AMOUNT.**

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

A motion was made by Mrs. Cooper and seconded by Mrs. Scott to approve under Old Business the Addendum to the Food Service Management Contract.

Recommend approval to award the food service management bid to Nutri-Serve Food Management, Inc. for the 2023-2024 school year. The management fee will be \$60,000.00 with a \$0 breakeven amount guaranteed; and the vendor estimates a profit of \$34,761.50 to the District for the school year.

Informational: The recommendation to approve Nutri-Serve as the Paulsboro Public Schools' Food Service Management Company was unanimously approved by the Board at the May 22, 2023 board meeting. However, the guaranteed breakeven amount of \$0 was not stated in the recommendation. The New Jersey Department of Agriculture requires that this information be clearly stated in the minutes. Therefore this item is being brought back to the board for approval. The original board item is stated below.

Requests for proposals (RFP) for a Food Service Management Company were advertised in the Courier Post and South Jersey Times on April 20, 2023, and also placed on the District's website. Nutri-Serve submitted the only fully responsive bid. The other vendor who submitted a proposal was an out-of-state vendor who did not include the required labor pricing for the Summer Food Service Program or catering services. The NutriServe proposal included pricing for the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Summer Food Service Program, and catering service. There is also an option to participate in the After School Snack Program. This contract is renewable each year for the next four years before requiring rebidding. Copies of the complete proposals are available at the Administration Building for review by Board Members. In addition, Form CR23 detailing the cost proposal is attached.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott (no) and Greenwich Township Representative Roseanne Lombardo

## **MOTION PASSED**

### **BOARD BUSINESS:**

#### **A. Recommend approval of the Board of Education Self-Evaluation.**

A motion was made by Mr. Damminger and seconded by Mr. Haynes to approve the Board of Education Self-Evaluation.

#### **BOARD OF EDUCATION SELF-EVALUATION**

The New Jersey Department of Education requires every Board of Education to complete a self-evaluation annually. The Superintendent of Schools respectfully suggests that the Board of Education use the self-assessment process that was used successfully during the 2021-2022 school year.

- Members of the Board of Education have independently completed and submitted the New Jersey School Boards Association "Board Self-Evaluation." The Superintendent and his Secretary will compile the forms into a single Self-Evaluation.

The Board of Education will review, modify, edit, etc. the Self-Evaluation at the June 26, 2023, meeting of the Board of Education. The Board will then approve the Self-Evaluation at the June 26, 2023, meeting. (**Attachment**)

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

## **MOTION UNANIMOUSLY PASSED**

#### **B. Recommend approval of the Evaluation of the Superintendent of Schools.**

A motion was made by Mr. Lisa and seconded by Ms. Evans to approve the Evaluation of the Superintendent of Schools.

### **EVALUATION OF THE SUPERINTENDENT OF SCHOOLS**

The New Jersey Department of Education requires every Board of Education to complete an evaluation of the Superintendent of Schools annually.

- Members of the Board of Education have independently completed and submitted the New Jersey School Boards Association “Evaluation of the Superintendent of Schools as well as the Evaluation of Progress on the Goals of the Superintendent.” The Superintendent and his Secretary will compile the forms into a single Evaluation form. **(Attachment)**

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

### **MOTION UNANIMOUSLY PASSED**

#### **BOARD BUSINESS:**

##### **A. COMMITTEE OF THE WHOLE:**

#### **POLICY:**

Chairperson: Mr. Joseph Lisa

Members: Frank Damminger, Markee Robinson, Danielle Scott

The Committee met Thursday, June 22, 2023.

5:00 p.m. in the Central Office Conference Room at the Administration Building

No updates provided.

#### **HUMAN RESOURCES AND NEGOTIATION:**

Chairperson: Joseph Lisa

Members: Michelle Baylor, Kyana Evans, Lawrence Haynes, Sr.

The Committee met Tuesday, June 20, 2023.

5:00 p.m. in the Central Office Conference Room at the Administration Building

No updates provided.

#### **BUDGET:**

Chairperson: Joseph Lisa

Members: Frank Damminger, Lawrence Haynes, Sr., Roseanne Lombardo

The Committee met Tuesday, April 18, 2023.

5:00 p.m. in the Central Office Conference Room at the Administration Building

No updates provided.

#### **FACILITIES:**

Chairperson: Joseph Lisa

Members: Lawrence Haynes, Sr., Markee Robinson

No updates provided.

#### **CURRICULUM:**

Chairperson: Joseph Lisa

Members: Michelle Baylor, Theresa Cooper, Roseanne Lombardo

Curriculum Meeting was held on Thursday, June 15, 2023

What is the district doing to improve academic performance as viewed in the most recent school rankings and performance reports?

Here are the programs that have been implemented:

Foundations/Wilsons (Early reading and literacy intervention)- this has been phased into Billingsport School

ESPark (K-2) – Online resource that differentiates math and reading instruction based on students individual learning needs. 54% of the students working Below Grade Level improved to At/Above Grade Level.

iReady – (3-6) – online resource that differentiates learning based on student’s needs in ELA and Math. This is Loudenslager’s 1st full year using the program. Teachers use the results to drive classroom instruction. Mr. Brown uses the results to place aides and basic skills instructors in the classroom for 1-1 help, small group instruction or help in the classroom.

Reading – the % of students working 2 or more grade levels below decreased from 88% to 43%. The % of students on or above grade level increased from 12% to 28%.

Math- the % of students working 2 or more grade levels below decreased from 98% to 34%.

The % of students on or above grade level increased from 2% to 26%.

Linkit (7-9)- an assessment management, data analytics and intervention support solution dedicated to improving student performance – this is a test given 3 times a year – this is the 1st year of implementation.

Reading – Average Raw Score on Start Strong grades 7-9 more than doubled from 7 to 14.

The % of students not meeting grade level expectations decreased by 16%.

Math- Average Raw Score on Start Strong grades 7-9 more than doubled from 5 to 11.

The % of students not meeting grade level expectations decreased by 16%.

Attendance – grades 3-9 the % of students who were identified as being moderately to chronically absent decreased 11% from last year to this year.

More robust I&RS process- we are utilizing intervention manager/ Link It, documenting interventions and data.

Loudenslager School was awarded \$6,600 for a School Climate Change Pilot Grant – they will pursue practices and activities that reduce consumption and minimize waste through a reduce, reuse, and recycle program. In efforts to reduce our carbon footprint and its impact on climate change.

We applied for a \$500,000 grant called the Bipartisan Safer Communities Act (BCBA) Stronger Connection Grant (SCG) The district plan is to implement a teen centered program aimed at reducing gang and drug involvement among high-risk youth. The goal is to promote regular attendance, prosocial behavior and meeting personal goals. We are awaiting the results.

Our summer programming began June 19 at Loudenslager and JR/SR High School. We have Jump Start, Summer Enrichment with steam/ fun activities, Credit Recovery and Extended School Year (ESY)

As you can see, in every area of learning we are doing much better. Next year we are going to have a parent night to explain each of these programs to our families and explain the many resources we offer.

Respectfully Submitted, Roseanne Lombardo.

**PENDING ITEMS:** – None at this time.

## NEXT MEETINGS OF THE BOARD OF EDUCATION

### Regular Meeting

**Wednesday, July 26, 2023, at  
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.

### 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.

A motion was made by Ms. Baylor and seconded by Mrs. Cooper to approve the Report of the Board Secretary/Business Administrator Items A – C.

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

- |   |              |
|---|--------------|
| A. Approval of Minutes ( <b>Attachments</b> ) |              |
| Regular Meeting                               | May 22, 2023 |
| Executive Meeting                             | May 22, 2023 |

B. Approval of the May 2023 transfers. (**Attachment**)

C. Approval for payment of bills that are duly signed and authorized. (**Attachment**)

Informational: A copy of the Bill List will be available at the meeting or in advance in the office of the Business Administrator/Secretary to the Board for review by members of the Board of Education.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott (no A), Tyesha Scott (no A) and Greenwich Township Representative Roseanne Lombardo

### MOTION PASSED

### 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 - Y:** The Greenwich Township Representative may vote on items in this section of the agenda.

A motion was made by Ms. Baylor and seconded by Mrs. Cooper to approve Personnel Items B-N and P-Y.

- A. 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.

- B. 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

- C. Recommend approval to grant the Superintendent authority to use a letter of intent to hire staff, as needed, prior to the Wednesday, July 26, 2023, meetings 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 Superintendent will request the Board of Education 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.

- D. Recommend approval to reappoint Anisah Coppin to the position of School Business Administrator / Secretary to the Board of Education effective July 1, 2023 – June 30, 2024, at a salary of \$142,469.00.

<b>Staff Member</b>	<b>2023-2024 Salary</b>	<b>2023-2024 Salary</b>
Anisah Coppin	\$138,051	\$142,469

Informational: The Executive County Superintendent of Schools Mrs. Ave Altersitz approved the contract for Mrs. Coppin. Mrs. Altersitz reviewed the July 1, 2023, through June 30, 2024 employment contract for Anisah Coppin, School Business Administrator, in accordance with N.J.S.A. 18A:7-8 U, and has determined that the contract is in compliance with the standards as adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon her review, she has determined that the provisions of the contract subject to her review pursuant to N.J.A.C. 6A:23A-3.1 are in compliance with applicable laws and regulations.

- E. Recommend approval to appoint Rose Clark to the position of Paulsboro High School Student Assistance Coordinator in the Guidance Department for the 2023-2024 school year. Ms. Clark will earn Step J – MA - \$59,437.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Clark has 10 years of experience. She will be replacing Student Assistance Coordinator Lessie J. Brown, who has retired this year. Interviews were conducted by Paulsboro Senior High School Principal Paul Morina, High School Assistant Principal James Pandolfo, Paulsboro Junior High Principal Monica Moore-Cook and Student Assistance Coordinator Lessie J. Brown.

- F. Recommend approval of the 2023 - 2024 Holiday Calendar as per the attachment. (**Attachment – Please see page 2**)

Informational: The attached 2023 - 2024 Holiday Calendar was reviewed in advance with the Presidents of the Paulsboro Education Association and Paulsboro Administrators Association.

Since the holiday Juneteenth will fall on the 3<sup>rd</sup> Friday, June 21, 2024, in the state of New Jersey the PEA Custodians, Groundskeepers, Maintenance, Cafeteria, Technology Department and 12 month secretaries already have Fridays off, they opted not to select that day as one of their holiday choices.

**Per the PEA Contract for the 2021-2024  
ARTICLE XX – Section - WORK SCHEDULE**

**B. Work shift**

6. Summer hours for Custodians, Groundskeepers, and Maintenance Staff equal ten (10 hours) a day (5:30am-3:30pm) Monday – Thursday (each day will count as 1.25 days toward the total work year) inclusive of a forty-five (45-minute) lunch with one fifteen (15 minute) break in the morning and one fifteen (15 minute) break in the afternoon. The four-day work week will



commence the first full week after the last day of school and end at the completion of the first full week before the fall sports program begins.

7. Summer hours for Computer Technicians and Secretaries equal eight (8) hours a day (7:30am-3:30pm) Monday – Thursday (each day will count as 1.25 days toward the total work year) inclusive of a forty-five (45-minute) lunch with one fifteen (15 minute) break in the morning and one fifteen (15 minute) break in the afternoon. The four-day work week will commence the first full week after the last day of school and end at the completion of the first full week before the fall sports program begins.

**Item - F. Holidays**

1. All 12 month, Custodians, Groundskeepers, Maintenance, and Cafeteria workers who are salaried and full-time (8 hours/day) shall receive 16 holidays per year. All 10 month Custodians, Groundskeepers, Maintenance, and Cafeteria workers who are salaried and full-time (8 hours/day) shall receive 15 holidays per year. All 12 month computer technicians who are salaried and full time (8hours/day) shall receive 18 holidays per year. The selection shall be made within 30 days of the time an official school calendar is presented to the Association by the Superintendent.
  2. They must be taken on days when school is not in session and must be consistent for all employees.
- G. Recommend approval to appoint Edward DeStefano to the position of Paulsboro High School for Carpentry Teacher for the 2023-2024 school year. Mr. DeStefano will earn Step O – BA+30 - \$87,094.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Mr. DeStefano has 22 years of experience. Interviews were conducted by Paulsboro Senior High School Principal Paul Morina, and Paulsboro Junior High School Principal Monica Moore Cook.

- H. Recommend approval for Paulsboro Junior / Senior High School Secretary Rita Cucinotta to work 10 days in the summer up to 80 hours during July and August 2023 in order to assist the Principals and Assistant Principals to prepare for school opening with registration for the 2023 – 2024 school year. Mrs. Cucinotta will earn \$22.00 as per the agreement with the Paulsboro Education Association. The maximum stipend will be 80 hours x \$22.00/hour = \$1,760.00. This amount is within budget guidelines.
- I. Recommend approval to appoint Raymond Tucker to Paulsboro Junior / Senior High School Full Time 12 Month Custodian for the 2023-2024 school year. Mr. Tucker will earn Step 4- \$33,079.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: The interview was conducted by Director of Facilities John Swanson.

- J. **Recommend approval of the Side-Bar Agreement between the Paulsboro Education Association and the Paulsboro Board of Education Regarding Bus Driver Salary.**

Recommend approval to increase the SY23-24 salary of bus drivers to \$32.00, \$32.06 and \$32.15 for steps 1 – 3 respectively.

Informational:

The district's remaining two bus drivers retired as of June 30, 2023. The current shortage of bus drivers has forced the District to rely heavily on contracted bus service which is extremely expensive and not always available. By raising the salary to \$32.00/hour the District will be competitive with other school districts and contracted vendors. We believe the proposed starting salary will attract more qualified applicants and help the District reduce cost by not having to rely on outsourced transportation.

At the March 27, 2023 Executive Session, the Board voted to have the Board Solicitor send a Side Bar Agreement to the Paulsboro's Teachers' Association for approval. The PEA agreed to the agreement on June 20, 2023.

<b>Bus Drivers</b>		
<b>Step</b>	<b>SY22-23</b>	<b>SY23-24</b>
1	\$28.78	\$32.00
2	\$28.84	\$32.06
3	\$28.93	\$32.15

K. Recommend approval to appoint Anna Hannah to the position of a 10-month School Bus Driver. Ms. Hannah will earn Step 3 - \$32.15 per hour as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Hannah has 20 years of experience. Hiring our own district bus drivers will save the District hundreds of thousands of dollars in contracted transportation costs.

L. Recommend approval to appoint Joann Hanson to the position of a 10-month School Bus Driver. Ms. Hanson will earn Step 3 - \$32.15 per hour as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Hanson has 18 years of experience. Hiring our own district bus drivers will save the District hundreds of thousands of dollars in contracted transportation costs.

M. Recommend approval to appoint the following employees for the 2023-2024 school year. Terms and conditions of employment are as per the agreement with the Paulsboro Education Association.

<b>Bus Aides</b>					
<b>Staff</b>	<b>Work Year</b>	<b>Step</b>	<b>2022-2023</b>	<b>Step</b>	<b>2023-2024</b>
Emerich, Kelli	(10 month)	2	14.30	2	15.06
Garretson, Theodore	(10 month)	2	14.30	2	15.06
Wood, Lillie	(10 month)	2	14.30	2	15.06

N. Recommend approval for all Paulsboro School District bus drivers and bus aides to take the Special Needs Training on appropriate procedures for interacting with students with special needs. This training has to be completed by August 31, 2023. The video is approximately 30 minutes long. The bus drivers and bus aides will be paid for this training at their summer rate:

<u><b>Bus Drivers</b></u>	<u><b>Bus Aides</b></u>
Ann Aspell	Theodore Garretson
Anna Hannah	Lilly Ann Wood
Joann Hanson	Kelli Emerich

O. Recommend approval to appoint John Hurst as the School Photographer at a rate of \$50.00 per hour not to exceed \$500.00 for the 2023 - 2024 school year.

A motion was made by Mrs. Scott and seconded by Mrs. Cooper to table Personnel Item O.

Informational: Mr. Hurst will take photographs of students, citizens and staff who are being honored by the Board of Education. He has replaced Marc Kamp who served as the School Photographer for many years.

Roll Call Vote to Table Item O:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

## MOTION UNANIMOUSLY PASSED

- P. Recommend approval to retroactively appoint John Hurst to take individual student photographs at the in-person Commencement Exercise not to exceed \$300.00.

Informational: The photographers will take pictures of each student receiving their diploma and turning their tassel. Copies of the photographs will be mailed to each graduate.

- Q. Recommend approval to appoint Steven Hunckler as the videographer for the Paulsboro High School Football Team. Mr. Hunckler earns \$50.00 per game and / or scrimmage for the 2023 - 2024 school year.

Informational: Mr. Hunckler has served in this position for many years. The recommended pay rate is the same as during the 2022 - 2023 school year.

- R. Recommend approval to reappoint Kenneth Ridinger to the position of Attendance Officer effective July 1, 2023 through June 30, 2024. Mr. Ridinger will earn \$13,085.00 per year. This is a 12 month position that does not include benefits.

Informational: Mr. Ridinger served in the same position during the 2022 – 2023 school year.

- S. Recommend approval to appoint Adina Giovannitti to the position of Transportation Clerk effective July 1, 2023 through June 30, 2024. Ms. Giovannitti will earn a yearly stipend of \$3,900.00. This is a 12 month position that does not include benefits.

Informational: Ms. Giovannitti served in the same position during the 2022 – 2023 school year. Salary for this position has remained the same as 2022-2023.

- T. Recommend approval to appoint Stephen Villari to the position of Paulsboro High School Culinary Arts Teacher for the 2023-2024 school year. Mr. Villari will earn Step L – BA - \$67,302.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Mr. Villari has 12 years of experience. Interviews were conducted by Paulsboro Senior High School Principal Paul Morina, High School Assistant Principal James Pandolfo, and Director of Curriculum, Instruction and Assessment Christine Lindenmuth.

- U. Recommend approval to appoint Ryan Surman to the position of Paulsboro High School Physical Education Teacher for the 2023-2024 school year. Mr. Surman will earn Step A – BA - \$50,037.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Mr. Surman has 1 year of experience as a Long Term Substitute Teacher. He will be replacing Physical Education Teacher Brenda Catabiano who has retired this year. Interviews were conducted by Paulsboro Senior High School Principal Paul Morina, High School Assistant Principal James Pandolfo, and Junior High School Assistant Principal John Giovannitti.

- V. Recommend approval to appoint Courtney Nutt to the position of Child Study Team School Social Worker for the 2023-2024 school year. Ms. Nutt will earn Step C – MA - \$52,837.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Nutt has 3 years of experience and Child Study Team knowledge. Interviews were conducted and references checked by Director of Special Education Stacey DiMeo and Child Study Team Social Worker Charisse Generette.

W. Recommend approval to appoint Vito Mazzeo to the position of Paulsboro High School History Teacher for the 2023-2024 school year. Mr. Mazzeo will earn Step A – BA - \$50,037.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Mr. Mazzeo was a Substitute Teacher at Paulsboro High School covering for Michael Vizzini after he retired on January 31, 2023. Interviews were conducted by Paulsboro Senior High School Principal Paul Morina, High School Assistant Principal James Pandolfo, and Junior High School Assistant Principal John Giovannitti.

X. Recommend approval to appoint Maciana Mazzeo to the position of Paulsboro High School Business Teacher for the 2023-2024 school year. Ms. Mazzeo will earn Step A – MA - \$52,437.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Mazzeo was a Substitute Teacher at Paulsboro High School covering for Gina Morina after she retired on January 31, 2023. Interviews were conducted by Paulsboro Junior High School Principal Monica Moore Cook and Junior High School Assistant Principal John Giovannitti.

Y. Recommend approval to post three, extra-service, grant-funded stipend positions for current Paulsboro Public School employees to be specifically tasked with locating and re-engaging homeless children and youths. These stipends are approved to be paid through the American Rescue Plan – Homeless Children and Youths (ARP-HCY II) grant for the 2023-2024 school year.

Informational: The purpose of the ARP-HCY II Fund is to help local educational agencies identify homeless children and youths, provide wraparound services that address the effects of the pandemic on homeless children and youth, and ensure that these children are able to attend school and participate fully in school activities. As a result of the pandemic, students experiencing homelessness are increasingly under-identified. These stipend positions will enable the District to coordinate services for students and families in each school who may experience homelessness.

Roll Call Vote Items B-N, P-Y:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson (no -P, W, X), Danielle Scott (no – W, X), Tyesha Scott (no- W, X) and Greenwich Township Representative Roseanne Lombardo

## **MOTION PASSED**

**PERSONNEL Z -LL** The Greenwich Township Representative may not vote on items in this section of the agenda.

A motion was made by Ms. Baylor and seconded by Mr. Damminger to approve Personnel Items Z - LL, including amending Items CC and DD to align with the approved PEA salary guide as recommended by the PEA leadership.

Z. Recommend approval to accept the resignation of Loudenslager Elementary School 3rd Grade Special Education Teacher Lindsay Rieger effective June 9, 2023.

Informational: Ms. Rieger has served the Paulsboro Public School District during the 2022 - 2023 School Year and has accepted a teaching position in the Swedesboro-Woolwich School District. Per the teacher contract, they may at any time give 60 days' notice in writing of their intention to terminate.

AA. Recommend approval to appoint Tahje Thomas to the position of Billingsport Early Childhood Center Steam Teacher for the 2023-2024 school year. Mr. Thomas will earn Step B – BA - \$50,237.00 as per the agreement with the Paulsboro Education Association. This

recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Mr. Thomas has 1 year of educational experience. Interviews were conducted by Billingsport Early Childhood Center Principal Tina Morris and Director of Special Services Stacey DiMeo.

- BB. Recommend approval to appoint Donna Keane to the position of Loudenslager Elementary School Special Education 3<sup>rd</sup> Grade Teacher for the 2023-2024 school year. Ms. Keane will earn Step A – BA - \$50,037.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Interviews were conducted by Loudenslager Elementary School Principal Matthew Browne and Director of Special Services Stacey DiMeo.

- CC. Recommend approval to appoint Karen Armistead to the position of Paulsboro Junior High School Math Teacher for the 2023-2024 school year. Ms. Armistead will earn BA+30 - \$86,094 (amended) per the PEA salary guide. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Armistead has 20 years of educational experience in Middle School Math, Math Club Advisor and Math Counts Coach. Interviews were conducted by Paulsboro Junior High School Principal Monica Moore-Cook and Paulsboro Senior High School Principal Paul Morina.

- DD. Recommend approval to appoint Michelle Tucci to the position of Paulsboro Junior High School Science Teacher for the 2023-2024 school year. Ms. Tucci will earn MA - \$88,294 (amended) per the PEA salary guide. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Tucci has 23 years of educational experience in Middle School Science, Digital Media and Afterschool STEAM Program. Interviews were conducted by Paulsboro Junior High School Principal Monica Moore-Cook and Paulsboro Junior High School Assistant Principal John Giovannitti.

- EE. Recommend approval to appoint Christie Butler to the position of Paulsboro Junior High School English Teacher for the 2023-2024 school year. Ms. Butler will earn Step O – BA - \$85,894.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Ms. Butler has 22 years of educational experience. Interviews were conducted by Paulsboro Junior High School Principal Monica Moore-Cook and Paulsboro Senior High School Assistant Principal James Pandolfo.

- FF. Recommend approval to change the degree status for Billingsport Early Childhood Center Special Education Inclusion Teacher Cynthia Moultrie from BA Step I to MA Step I – \$57,037.00 effective July 1, 2023.

Informational: Ms. Moultrie recently completed her Master at University of Phoenix.

- GG. Recommend approval to appoint Eric Holmes to the position of Paulsboro Junior High School History Teacher for the 2023-2024 school year. Mr. Holmes will earn BA - Step A – \$50,037.00 as per the agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: Mr. Holmes has Long Term Substitute Teacher experience. Interviews were conducted by Paulsboro Junior High School Principal Monica Moore-Cook and Paulsboro Senior High School Assistant Principal James Pandolfo.

HH. Recommend approval to accept the resignation with the intent to retire of Billingsport Early Childhood Center Non-Instructional Aide Romell Martin effective June 30, 2023.

Informational: Ms. Martin has served our district for 20 years.

II. Recommended approval to appoint the following teachers for the 2023 Extended School Year Program. Teachers must hold appropriate certification by the New Jersey Department of Education. Interviews were conducted by Loudenslager Principal, Matthew Browne and Billingsport Early Childhood Center Principal Tina Morris. These appointments will be contingent on student enrollment in the program.

<b>EXTENDED SCHOOL YEAR PROGRAM</b>					
<b><u>Staff</u></b>	<b><u>Subject</u></b>	<b><u>Instruction Hours</u></b>	<b><u>Prep Hours</u></b>	<b><u>Per Hour</u></b>	<b><u>Total Stipend</u></b>
Lauren Vanderslice	Aide Pre-K	80	0	\$20.00	\$1,600.00
Katie Hurst	Aide	80	0	\$20.00	\$1,600.00
Diana Roche	Special Education Teacher Kindergarten/1st	70	18	\$40.00	\$3,520.00
Gloria Melchiore	Special Education Aide Pre-K Kindergarten	80	0	\$20.00	\$1,600.00
Joanna Gyulay	Special Education Aide Kindergarten/1st/2nd	80	0	\$20.00	\$1,600.00
June Lord	Special Education Aide 5 <sup>th</sup> /6 <sup>th</sup>	80	0	\$20.00	\$1,600.00
<b>Total</b>					<b>\$11,520.00</b>

JJ. Recommended approval to appoint the following teachers for the Jumpstart Enrichment Program. Teachers must hold appropriate certification by the New Jersey Department of Education. Interviews were conducted by Loudenslager Principal, Matthew Browne and Billingsport Early Childhood Center Principal Tina Morris. These appointments will be contingent on student enrollment in the program.

<b>ELEMENTARY JUMPSTART PROGRAM</b>					
<b><u>Staff</u></b>	<b><u>Subject</u></b>	<b><u>Instruction Hours</u></b>	<b><u>Prep Hours</u></b>	<b><u>Per Hour</u></b>	<b><u>Total Stipend</u></b>
Aprilanne Young	4th/5 <sup>th</sup> Grade	63	17	\$40.00	\$3,200.00
Christin Goss	Aide	66.5	0	\$20.00	\$1,330.00
Isra Elharden	Aide	66.5	0	\$20.00	\$1,330.00
<b>Total</b>					<b>\$5,860.00</b>

KK. Recommend approval to appoint the following staff to participate in the Summer Enrichment Program for the Junior and Senior High Schools. The Junior/Senior High School Administrative team conducted interviews. The Summer Enrichment Program will begin June 19, 2023, and end on July 25, 2023.

<b>SUMMER ENRICHMENT PROGRAM</b>					
<b><u>Staff</u></b>	<b><u>Subject</u></b>	<b><u>Instruction Hours</u></b>	<b><u>Prep Hours</u></b>	<b><u>Per Hour</u></b>	<b><u>Total Stipend</u></b>
Ryan Pennypacker	Math	70	19	\$40.00	\$3,560.00

LL. Recommend approval for Billingsport Early Childhood Center School Nurse Tracey Victor Butler to receive a stipend to work 15 hours during the summer. She will participate in the preschool school Round-up. After the round-up the nurse will have to review and prepare the required documents for all new students entering Billingsport Early Childhood Center for the 2023-2024 school year. This recommendation includes approval for the nurse to receive her contractual rate of \$40.00 per hour.

Informational: The summer work stipend will be funded by the ESSER and/or Pre-School grant money.

Roll Call Vote:

Michelle Baylor, Theresa Cooper (abstained LL), Frank Damminger, Kyana Evans, Lawrence Haynes, Sr. (no – AA), Joseph Lisa, Markee Robinson, Danielle Scott (abstained AA, LL), Tyesha Scott (abstained LL)

**MOTION PASSED**

**STAFF AND CURRICULUM DEVELOPMENT A - D:** The Greenwich Township Representative may vote on items in this section of the agenda.

A motion was made by Mrs. Cooper and seconded by Ms. T. Scott to approve Staff and Curriculum Development Items A – D.

A. Recommend approval for Paulsboro Junior High School teacher, Anne Noble-Vetter to participate in the Heat Illness Prevention and Concussion in Sports workshops sponsored by the National Federation of State High School Associations (NFHS) Learning Center. The workshops are online. The cost to the district is \$50.00 for registration.

Informational: The courses listed above are required for one who intends on participating in coaching activities. These workshops are online and are completed at the participant’s pace. Ms. Noble-Vetter intends on completing the workshops prior to expressing her interest in coaching for Paulsboro Public Schools.

B. Recommend approval for Paulsboro Junior High School science teacher, Anne Noble-Vetter to participate in Interactive Simulations for Science, Math and Technology workshops through PhET Interactive Simulations. The workshops are online and are completed at the participant’s pace. There is no cost to the district.

Informational: Through PhET, teachers learn and obtain access to simulation-specific activities in the areas of STEM. The activities engage students through intuitive, game-like environments where students learn through exploration and discovery.

C. Recommend approval for 12 teachers, 1 guidance counselor, 1 nurse, 2 CST members and 4 aides to receive a stipend to attend a CPR/AED and First Aid certifications class. The training will be held on Tuesday July 11, 2023, from 10:00am-12:00pm at Loudenslager Elementary school. The staff will receive their respective contractual rates per hour. In addition, Billingsport’s principal and secretary will also attend the training but will not be compensated.

Informational: The cost is \$45.00 per person, which includes the training and 2-year CPR/AED and First Aid certifications for all participants. Adult, Child, and Infant CPR/AED is covered, and it covers the administration of EpiPen during the First Aid segment. The training stipend will be funded by the ESSER II and ARP ESSER grants.

D. Recommend approval for the following teachers to work during the 2023 summer, writing and updating curriculum. Teachers will work under the direction of Christine Lindenmuth,

Director of Curriculum, Instruction and Assessment. The following staff members will be paid according to their contractual rate of \$40.00 per the PEA Agreement.

<b>Subject</b>	<b>Writer</b>	<b>Total Hours</b>
ELA K-6	Prudence Hanly, Jacqueline Marcucci, Krista Lange, Mary Anne Giannotti, Aprilanne Young, Gianna Lombardi, Lisa Kuhnel-Morrison	215
General Science 7-8	Monica Garner	40
Genetics and Forensic Science 9-12	Lisa Broder	25
Astronomy 9-12	Shane Kovalesky	12.5
Latin American Food and Identity 9-12	Barbara Thomson	12.5
Graphic Novels 9-12	Brittany Toole	12.5
Creative Writing 9-12	Michael McGahey	12.5
African American Studies	Rachel Wulk	12.5
CP Calculus	Shamima Nasrin	25
Visual and Performing Arts K-12	Brian Betz, Tyler Graves Jenna Ouellette	100
Business/Technology Computer Science 7-12	Noreen Demarco Rebecca Richardson	70
English as a Second Language (ESL) K-12	Eric Koellner Jessica LaPorta	120
<b>Total Hours</b>		657.5
<b>Total</b>		\$26,300.00

Informational: The subjects listed above for rewriting/revision have been BOE approved as part of the 5-Year Curriculum Revision Schedule or the March 2023 BOE meeting with the additions to district programming. Funds supporting this work have been approved as part of the 2023-2024 School Year budget. District curricula will be ready for BOE approval at the October 2023 meeting.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

**MOTION UNANIMOUSLY PASSED**

**STAFF AND CURRICULUM DEVELOPMENT E:** The Greenwich Township Representative may not vote on items in this section of the agenda.

A motion was made by Ms. Baylor and seconded by Ms. T. Scott to approve Staff and Curriculum Development Item E.

- E. Recommend approval for 15 teachers and 10 aides to receive a stipend to attend a virtual Foundations Training. Billingsport Early Childhood Center will be providing Foundations Training for approximately 15 teachers and 10 aides. The training is scheduled for Tuesday July 18, 2023, from 9:00am-2:00pm. Both the teachers and aides will receive their respective contractual rate per hour. In addition, the cost of the training will be \$2,750.00 for one day of service.



Informational: The Wilson Foundations makes learning to read fun while laying the groundwork for life-long literacy. Students in 2nd grade will receive a systematic program in critical foundational skills, emphasizing: Phonemic awareness, phonics/word study, reading fluency, comprehension strategies and handwriting. This professional development will be funded by the ESSER II and ARP ESSER grants.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, and Tyesha Scott

**MOTION UNANIMOUSLY PASSED**

**F. Informational - Enrollment and Class Size:**

1. The following chart presents the enrollment data for Preschool -8:

Grade	Enrollment – June 15, 2023							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Pre- School Age 3 & 4	57	66	61	78	88	54	61	70
K	104	101	93	103	90	82	76	81
1	111	86	86	84	86	86	82	70
2	79	85	81	82	79	76	84	74
3	56	60	102	87	83	95	89	97
4	65	70	56	97	81	81	93	82
5	64	58	73	60	97	84	85	91
6	53	84	57	71	58	100	88	82
7	73	68	93	69	71	62	99	91
8	62	81	67	89	66	75	70	101
Self-Contained Special Education Billingsport/Loudenslager*	26	28	20	19	22	17	25	31
<b>Grand Totals</b>	<b>750</b>	<b>787</b>	<b>789</b>	<b>839</b>	<b>821</b>	<b>812</b>	<b>852</b>	<b>870</b>

\* At Loudenslager School, students in self-contained classes are included with general education students for purposes of this report.

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

Grade	Enrollment – June 15, 2023							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
9	63	80	93	92	107	101	116	99
10	82	80	78	85	83	102	97	108
11	80	80	65	77	73	75	81	91
12	78	93	84	64	82	83	73	97
<b>TOTAL</b>	<b>303</b>	<b>333</b>	<b>320</b>	<b>318</b>	<b>345</b>	<b>361</b>	<b>367</b>	<b>395</b>

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

Grade	Number of Students per Class as of June 15, 2023						
Pre-School	12	12	11	12	11	12	
Kindergarten	21	19	21	20			
1	19	18	15	18			
2	19	19	18	18			
3	25	24	24	24			
4	21	21	20	20			
5	24	24	21	19	3		

Grade	Number of Students per Class as of June 15, 2023					
	6	18	20	20	23	1
Special Education	4	5	11	11		

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

A motion was made by Mrs. Lombardo and seconded by Mrs. Cooper to approve Instructional Services Item A.

- A. Recommend approval of the Nurses’ Standing Orders for the 2023-2024 school year. The School Physician David Koerner, MD has reviewed and approved. **(Attachment)**

Informational: The Nurses’ Standing Orders are reviewed annually by the school nurses and school physician. The Nurses’ Standing Orders are instructions from the School Physician to the School Nurses relative to allowable treatments for specific medical situations.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

**MOTION UNANIMOUSLY PASSED**

**STUDENT ACTIVITIES A - C:** The Greenwich Township Representative may vote on items in this section of the agenda.

A motion was made by Mr. Robinson and seconded by Mrs. Scott to table Student Activities Item A.

- A. Recommend approval for Paulsboro Junior / Senior High School Nurse Mary Porter to assist our school doctor with fall physicals. This recommendation is for up to 40 hours at \$40.00 per hour not to exceed \$1,600.00.

Informational: Ms. Porter will do health screenings and review paperwork with athletes and coaches before the physical exam

Roll Call Vote to Table Item A:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

**MOTION UNANIMOUSLY PASSED**

A motion was made by Mrs. Lombardo and seconded by Ms. Baylor to approve Student Activities Items B - C.

- B. Recommend approval of the following coaches for Paulsboro High School Fall Sports Teams for the 2023-2024 school year with stipends as per agreement with the Paulsboro Education Association. This recommendation is contingent on the New Jersey Department of Education and the New Jersey State Interscholastic Athletic Association approving sports during the fall season.

Position	Staff Member	2023-2024 Salary	Step
Head Football Coach	Kevin Harvey	\$8,016.00	2
Asst. Football Coach	Thomas Richardson	\$5,948.00	3
Asst. Football Coach	Vacant		
Asst. Football Coach	Warren Sharper	\$5,141.00	1
Asst. Football Coach	Kelvin Johnson	\$5,379.00	2

<b>Position</b>	<b>Staff Member</b>	<b>2023-2024 Salary</b>	<b>Step</b>
Head Cross Country Coach	Christopher Costenbader	\$5,752.00	3
Head Field Hockey Coach	Monica Koraido	\$6,002.00	3
Assistant Field Hockey Coach	Vito Mazzeo	\$3,838.00	1
Head Girls Soccer Coach	Rachel Wulk	\$5,174.00	1
Assistant Girls Soccer Coach	Mandy Gattuso	\$4,881.00	3
Head Boys Soccer Coach	Douglas Foglein	\$6,002.00	3
Assistant Boys Soccer Coach	Vacant		
Head Cheerleading Coach	Erica Scott	\$3,342.00	3

\* This recommendation is contingent on successful completion of all required paperwork and the Criminal History Background review.

- C. Recommend approval of the following to the position of Volunteer Coaches for the 2022-2023 Fall Sports Season. This recommendation is contingent on the New Jersey Department of Education and the New Jersey State Interscholastic Athletic Association approving sports during the fall season.

<b>Volunteer</b>	<b>Sport</b>
Charles Kidd	Football
James Davis	Football
Richard Eli	Football

Informational: The above volunteers served as a volunteer for the Football during the 2022-2023 school year.

**D. Informational – Reports of the Spring Season Sports Teams**

The following sport reports are for the Paulsboro Senior High School 2022-2023 Spring Season for review by members of the Board of Education (**Attachments**):

- Boys Baseball
- Girls Softball
- Boys Track & Field
- Girls Track & Field

The following sport reports are for the Paulsboro Junior High School 2022-2023 Spring and winter Season for review by members of the Board of Education (**Attachments**):

- Girls Basketball
- Track & Field

Roll Call Vote:

Michelle Baylor, Theresa Cooper (abstained W. Sharper & E. Scott), Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott (abstained W. Sharper & E. Scott), Tyesha Scott (abstained W. Sharper & E. Scott) and Greenwich Township Representative Roseanne Lombardo

**MOTION PASSED**

**STUDENT ACTIVITIES E:** The Greenwich Township Representative may not vote on items in this section of the agenda.

A motion was made by Mrs. Scott and seconded by Mrs. Cooper to approve Student Activities Item E.

- E. Recommend approval of the following athletic coaches for Paulsboro Junior High School for the 2023-2024 school year with stipends as per agreement with the Paulsboro Education Association (PEA). This recommendation is contingent on the New Jersey Department of Education and the New Jersey State Interscholastic Athletic Association approving sports during the fall season.

Position	Staff Member	2023-2024 Salary	Step
7 & 8 Grade Cross Country Coach	Antonio Chila	\$3,342.00	3
7 & 8 Field Hockey Coach	Vacant		

**Informational:** The salary for 7/8<sup>th</sup> grade coaches are the same for Steps 1, 2 and 3 as per agreement with the PEA.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, and Tyeshia Scott

**MOTION UNANIMOUSLY PASSED**

**CONSTRUCTION UPDATES:**

**Safety Grant:** The District is ready to move forward on plans for Safety Vestibules for each of the buildings. Drawings were received from Garrison Architects to complete the vestibules and install Access Control Systems for the doors and Security Cameras. Using the Camden County Educational Services Cooperative Pricing system, a quote has been received to complete the brick-and-mortar portion of the vestibules that is within the funding limit of the Safety Grant Award. We will look for additional funding sources to complete the project at a later date but are moving forward with this critical project so that we can get this into the construction material supply chain.

**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.

**June 2023 Update**

No new information this month.

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

A motion was made by Mr. Haynes and seconded by Mrs. Lombardo to approve Facilities Item A.

- A. Recommend authorization for the Superintendent to approve the following organizations to use school facilities as listed for the 2023-2024 school year. This recommendation is contingent on each group filing the appropriate request and verification of insurance.

Organization/ Person	Activity	Facility	Contact
Roll	Paulsboro Day <i>Friday</i> September 8, 2023 6pm until dark <i>Saturday</i> September 9, 2023 7:00am-6pm Rain Date <i>Sunday</i> September 10, 2023 7:00am-6pm	Paulsboro High School Softball Field	Abbie N. Kidd
	PEA General Meeting 3:00pm-4:00pm <i>Tuesday</i> September 12, 2023 <i>Monday</i> February 5, 2024	Paulsboro High School Cafeteria	Krista Lange

Call  
Vote:  
Michelle Baylor,  
Theresa Cooper,  
Frank

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

**MOTION UNANIMOUSLY PASSED**

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

A motion was made by Mrs. Lombardo and seconded by Mr. Haynes to approve Finance Items A – E.

- A. Recommend approval for Paulsboro Public Schools to authorize submission of the Elementary and Secondary Education Act (ESEA) application for Fiscal Year (FY) 2024 and accept the award of these funds upon the subsequent approval of the FY 2024 ESEA Application.

Informational: The Elementary and Secondary Education Act (ESEA) is the primary source of federal aid for elementary and secondary schools. Programs outlined in this act authorize federal aid for the education of disadvantaged youth. Paulsboro Public Schools has been approved to apply school wide, therefore, programs designed to upgrade and reform the educational program of PPS occur throughout the district.

- B. Recommend approval for Paulsboro Public Schools to authorize submission of the Individual with Disabilities Education Act (IDEA) grant application for the 2023-2024 school year and accept the award of these funds upon the subsequent approval of IDEA Application.

Informational: The IDEA is a grants statute that provides federal funding for the education of children with disabilities and requires, as a condition for the receipt of such funds, that states agree to provide a free appropriate public education (FAPE, i.e., specially designed instruction provided at no cost to the parents that meets the needs of a child with a disability) to every eligible child. IDEA funding is utilized for out of district tuition and instructional and non-instructional supplies.

- C. Recommend approval to extend the professional services agreement and addendum to the contract for the period July 1, 2023, through June 30, 2024 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).

Informational:

**ADDENDUM TO EXTEND AGREEMENT**

This is an Addendum to an Agreement between **ESS Northeast, LLC**, a Delaware limited liability company (the “Company”) and the **Paulsboro Public Schools** (hereinafter referred to as “LEA” for Local Education Agency).

**Whereas**, the LEA and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2023;

**Whereas**, LEA and Company are desirous of extending the term of the Agreement through June 30, 2024 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2023 through June 30, 2024;
2. Effective July 1, 2023, Addendum “A” to the Agreement, Pricing, is amended as per the attached revised Addendum “A”;
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

**EXHIBIT A – PRICING PLAN**

<b>Position</b>	<b>Pay Rate</b>	<b>Bill Rate</b>	<b>Rule</b>
Full Day Substitute Teacher	\$106.00	\$139.92	
Half Day Substitute Teacher	\$62.50	\$82.50	
Full Day Building Based Substitute Teacher	\$125.00	\$161.25	
Half Day Building Based Substitute Teacher	\$62.50	\$80.63	
Full Day Long Term Substitute Teacher	\$125.00	\$165.00	Administered on Day 1
Half Day Long Term Substitute Teacher	\$62.50	\$82.50	Administered on Day 1
Full Day Paraprofessional	\$106.00	\$139.92	
Half Day Paraprofessional	\$62.50	\$82.50	
Substitute ESY Teacher (Hourly)	\$32.00	\$42.24	

**Billing Rules**

\*Bonus Clause - If monthly fill rate is greater than 85% ESS Northeast will bill at a 2% increase

- D. Recommend approval of the following professional services contracts beginning July 1, 2023 and ending June 30, 2024 for the following professional services:
- a. Parker McCay to provide Legal Services at the agreed upon rates as per the attached agreement. (**Attachment**)

Informational: The Parker McCay have provided legal services beginning in 2020 – 2021 school year. There is no change in the firm’s rates compared to those charged during the 2020-2021 school year.

- b. Garrison Architects to provide architectural and engineering services at the agreed upon rates as per the attached agreement. (**Attachment**)

Informational: Garrison Architects has provided architectural and engineering services for many years.

- c. Buckno Lisicky to serve as the District Auditor at a rate not to exceed \$36,000 as per the attached agreement. (**Attachment**)

Informational: The selection of the auditing firm of Buckno Lisicky to provide audit and accounting advisory services was discussed with the Board at the August 25, 2022 Executive Session.

#### E. SY2023-24 School Alliance Insurance Fund (SAIF) Renewal Resolution

**WHEREAS**, the **Paulsboro Board of Education**, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

**WHEREAS**, said renewal membership terminates as of July 1, 2023 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

**WHEREAS**, the **Educational Facility** is afforded the following types of coverages:

- Workers' Compensation
- Supplemental Indemnity - Workers' Compensation
- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

**WHEREAS**, the **Educational Facility** desires to renew said membership;

**NOW THEREFORE, BE IT RESOLVED** as follows:

The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2023, and ending July 1, 2026 at 12:01a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **und** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.

The **Educational Facility's** Business Official, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

#### **MOTION UNANIMOUSLY PASSED**

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

A motion was made by Mrs. Scott and seconded by Mrs. Cooper to approve Finance Item F.

- F. Recommend approval to accept the donation of an electric fretless bass to the Loudenslager Elementary School from Melissa Corson of the Woodbury Chapter Women of Moose Lodge and will be used by students involved in the Instrumental Band Program at Loudenslager Elementary School. This item is worth approximately \$350.00.

Informational: The Woodbury Chapter Women of Moose Lodge is located in Paulsboro, New Jersey. National Chapter members dedicated countless hours each year supporting local communities throughout the United States and Canada. This donation was coordinated by Loudenslager Instrumental Band Teacher, Brian Betz.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, and Tyasha Scott

**MOTION UNANIMOUSLY PASSED**

**G. Informational - Child Nutrition**

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

Month	Revenues	Expenses	Revenue - Expenses
September	\$92,929.93	\$80,502.79	\$12,427.14
October	\$96,203.94	\$87,374.12	\$8,829.82
November	\$83,492.63	\$77,385.47	\$6,107.16
December	\$75,014.94	\$67,307.77	\$7,707.17
January	\$95,621.77	\$86,782.66	\$8,839.11
February	\$95,362.80	\$83,646.60	\$11,716.18
March	\$103,022.52	\$85,118.10	\$17,904.42
April	\$79,752.80	\$81,923.92	-\$2,171.10
May	\$118,469.88	\$105,372.36	\$13,097.52
<b>Year to Date</b>	<b>\$839,871.21</b>	<b>\$755,413.79</b>	<b>\$84,457.42</b>

**Informational – Breakfast and Lunch Service at all schools during 2022-2023.**

Month	Breakfast	Lunch	Total Meals Served
September	9,409	14,753	24,162
October	9,732	15,418	25,150
November	8,539	13,313	21,852
December	7,662	11,973	19,635
January	9,478	14,391	23,869
February	8,716	14,798	23,514
March	12,626	15,146	27,772
April	7,766	12,928	20,694
May	10,513	16,971	27,484
<b>Year to Date</b>	<b>84,441</b>	<b>129,691</b>	<b>214,132</b>

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

A motion was made by Mrs. Cooper and seconded by Mr. Haynes to approve School Safety Item A.

- A. Recommend that the Board of Education confirm the decision of the Superintendent of Schools for the following cases investigated as possible Harassment, Intimidation and Bullying (HIB) situations at Paulsboro Senior High School.



Case Number	Date of Incident	Status of Investigation	Names of Investigators	Type and Nature of Discipline Imposed
PHS052023	5/22/2023	Complete	Melba Moore-Suggs, School Counselor	Non-HIB Mediation and counseling

**Informational:** The New Jersey Department of Education requires all suspected cases of HIB to be investigated. At the end of each investigation, the Superintendent must officially act on the case(s). In general, the Superintendent confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify his decision. The Superintendent informs the parents of this decision as well as their rights to appeal.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

**MOTION UNANIMOUSLY PASSED**

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

A motion was made by Ms. Baylor and seconded by Mr. Robinson to approve School Safety Item B.

- B. Recommend that the Board of Education confirm the decision of the Superintendent of Schools for the following cases investigated as possible Harassment, Intimidation and Bullying (HIB) situations at Billingsport Early Childhood Center and Loudenslager Elementary School.

Case Number	Date of Incident	Status of Investigation	Names of Investigators	Type and Nature of Discipline Imposed
LES051523	Various	Complete	Marcelina Guzman, School Counselor	Admonishment, deprivation of privileges – Field Day Program, and lunch detention Parent conference, and increased supervision
LES052223	Various	Complete	Marcelina Guzman, School Counselor	Out of School Suspension – 5 days Parent conference, schedule change, increased supervision

**Informational:** The New Jersey Department of Education requires all suspected cases of HIB to be investigated. At the end of each investigation, the Superintendent must officially act on the case(s). In general, the Superintendent confirms the findings of those who investigated the incident. Each month, the Superintendent must request that the Board of Education confirm, reject or modify his decision. The Superintendent informs the parents of this decision as well as their rights to appeal.

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Frank Damminger, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, and Tyesha Scott

**MOTION UNANIMOUSLY PASSED**

- C. **Informational:** Report of School Security Drills

<b>Report of Paulsboro Public Schools Security Drills</b>				
<b>Type of Drill</b>	<b>Notation</b>	<b>Schools</b>		
		<b>Paulsboro Junior / Senior High</b>	<b>Loudenslager Elementary</b>	<b>Billingsport Early Childhood Center</b>
Fire Evacuation	Each school must conduct one per month	09/29/2022	09/09/2022	09/09/2022
		11/29/2022	10/11/2022	10/06/2022
		12/21/2022	11/28/2022	11/07/2022
		01/31/2023	12/21/2022	12/08/2022
		03/28/2023	01/27/2023	01/05/2023
		04/24/2023	02/08/2023	02/09/2023
		05/30/2023	03/21/2023	03/21/2023
			04/14/2023	04/13/2023
		05/30/2023	05/15/2023	
Communication Drill**	September 2021			
Evacuation (Non-Fire)	Each school must conduct two annually	03/06/2023 04/04/2023	10/27/2022	10/27/2022 02/23/2023 04/24/2023 05/15/2023
Bomb Threat	Each school must conduct two annually	10/21/2022	02/14/2023 04/28/2023	
Lockdown / Active Shooter	Each school must conduct two annually	09/16/2022 02/09/2023 03/28/2023 05/04/2023	09/21/2022 11/14/2022 12/16/2022 05/01/2023	09/16/2022 11/22/2022 12/19/2022 01/26/2023 03/02/2023
Shelter In Place	Each school must conduct two annually	11/30/2022 01/05/2023	01/30/2023 03/01/2023	
<b>Other Drills</b>				
Bus Evacuation	School District (Annually)	11/02/2022	04/24/2023	11/03/2022
Bus Evacuation	School Routes (2 Annually)	<u>Bankbridge Run</u> 09/28/2022  <u>P5</u> 11/03/2022		
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	09/30/2022	09/30/2022	09/30/2022
		10/30/2022	10/30/2022	10/30/2022
		11/30/2022	11/30/2022	11/30/2022
		12/21/2022	12/21/2022	12/21/2022
		01/30/2023	01/30/2023	01/30/2023
		02/28/2023	02/28/2023	02/28/2023
		03/30/2023	03/30/2023	03/30/2023
		04/27/2023	04/27/2023	04/27/2023
		05/30/2023	05/30/2023	05/30/2023

\*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 addressed the Board of Education on the following topics of concern.

- Tara Stahl –
  - On behalf of the PEA, she wanted to thank all that attended the End of Year Banquet. Next year the organization will extend an invitation to everyone.
  - At a previous board meeting Ms. Stahl was told that something else would be done to honor retirees. She was inquiring about it.
  - Ms. Stahl attended the Gibbstown BOE meeting and was very concerned about the negative comments that were made concerning Paulsboro. Ms. Stahl encouraged the board to visit Greenwich Township School's BoardDocs system to view the comments.
  - Stated that Paulsboro Public Schools does not release information about upcoming sports in a timely manner to Gibbstown students.
- Rebecca Richardson – Shared documents with the board on behalf of Paulsboro Education Association.
- Darius Quarles -Addressed the Board to defend his reputation. He had concerns that individuals were saying he was rude to female staff members.
- Norman Scott
  - Ask if Board Members sit on the interview panels.
  - Inquired about the status of the District's tennis courts
  - Expressed concerns about food previously given away to staff and why that is no longer the case.
- Board Member Markee Robinson
  - Stated that food has been given out to the community in the past.
  - Believed the superintendent should encourage Gibbstown students to attend Paulsboro Public Schools. Also stated that the superintended should have regular communications with the Greenwich Township Superintendent. Dr. Dawson stated that he meets/talks with her monthly.

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## **MOTION TO ADJOURN**

A motion was made by Mrs. Lombardo and seconded by Ms. Baylor to adjourn the meeting.

## **MOTION UNANIMOUSLY PASSED**

The meeting was adjourned at 9:50 pm.

RESPECTFULLY SUBMITTED,



**BOARD SECRETARY**