

PAULSBORO PUBLIC SCHOOLS

Board of Education Meeting
PAULSBORO, NEW JERSEY

MINUTES

WEDNESDAY, AUGUST 25, 2021

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

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 (6:00 PM)

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 Wednesday, June 23, 2021 to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education and by posting the schedule of meetings in a public place reserved for such announcements by the Board of Education. The 2021-2022 Board of Education schedule of meetings was adopted by the Board of Education at the Reorganization Meeting on June 28, 2021.

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

ROLL CALL

Theresa Cooper, Robert Davis (Arrived at 6:06 pm), Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly (participated via phone), Markee Robinson (absent), Danielle Scott, Tyesha Scott (Arrived at 6:06 pm), Irma R. Stevenson, Greenwich Township Representative Gerald Michael

EXECUTIVE SESSION

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

PLEDGE OF ALLEGIANCE

PRESENTATION – K.D. National Force Security & Investigations, LLC.,
Kevin J. DiPatri, CEO/Founder

K.D. National Force Security, LLC. is a privately owned, bonded, and fully insured company comprised of credentialed and experienced law enforcement experts.

Their professional services reduce risk in school and work environments while building confidence among staff members, students and the community. Their programs are proactive and are developed with the most modern training and assessment methods available.

RESOLUTIONS – None at this Time

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.

NEW BUSINESS

A. MEETINGS OF THE BOARD OF EDUCATION FOR 2021-2022

1. Recommend approval to change the Regular Meeting of the Board of Education from Monday, February 21, 2022 to Tuesday, February 22, 2022 at 7:00pm.

Informational: The school will be closed in honor of President’s Day Monday, February 21, 2022.

BOE Meeting Date	Day of the Week	Time	Location	Type of Meeting
July 28, 2021	Wednesday	7:00pm	Billingsport Early Childhood Center	Regular
August 25, 2021	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
September 27, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
October 25, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
November 29, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
December 20, 2021	Monday	7:00pm	Paulsboro High School Auditorium	Regular
January 4, 2022	Tuesday	7:00pm	Paulsboro High School Auditorium	Reorg
January 24, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
February 22, 2022	Tuesday	7:00pm	Paulsboro High School Auditorium	Regular
March 28, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
April 25, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
May 23, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular
June 27, 2022	Monday	7:00pm	Paulsboro High School Auditorium	Regular

MOTION: Recommend approval to change the Regular Meeting of the Board of Education from Monday, February 21, 2022 to Tuesday, February 22, 2022 at 7:00pm.

Motion made by Mrs. Danielle Scott and seconded by Mrs. Irma Stevenson.

Roll call Vote: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tyesha Scott, Irma R. Stevenson, Greenwich Township Representative Gerald Michael
9 YES

MOTION CARRIED

OLD BUSINESS

A. INFORMATIONAL:

SHARE YOUR EXPERTISE AT VIRTUAL WORKSHOP 2021

The New Jersey School Boards Association invites you to share your expertise at Workshop 2021, the largest training event for K-12 public school leaders in the state. The three-day virtual conference is taking place from Tuesday, October 26, 2021 to Thursday, October 28, 2021.

The deadline for receiving completed forms is August 1, 2021. All program submissions will receive equal consideration. NJSBA will notify those submitting proposals with its decision via email by early August. For more information visit <http://workshop.njsba.org> or email wsprograms@njsba.org.

B. NOVEMBER 2021 ELECTION - OFFICES OPEN FOR GENERAL ELECTION

<u>Term of Office</u>	<u>Incumbents</u>
Three (3) three year terms	Theresa Cooper Danielle Scott Irma Stevenson

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 26, 2021.

PENDING ITEMS – None at this time.

BOARD BUSINESS:

A. COMMITTEE OF THE WHOLE: NEGOTIATIONS

COLLECTIVE BARGAINING –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.

PAULSBORO ADMINISTRATION ASSOCIATION

Update: March 12, 2021, the Paulsboro Board of Education has requested the following meeting dates for negotiations with the Paulsboro Administration Association to begin the process:

Monday, April 19, 2021 at 4:00 Cancelled

Monday, May 3, 2021 at 4:00

More dates are pending.

All meetings will take place at the Paulsboro High School Library

Update: May 19, 2021, no dates have been set for the next meeting.

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 and Legal Matters. The matters discussed will remain confidential until the need for confidentiality no longer exists.

NEXT MEETINGS OF THE BOARD OF EDUCATION

Regular Meeting

**Monday, September 27, 2021 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.

REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

RECOMMEND APPROVAL OF A – D: The Greenwich Township Representative may vote on items in this section of the agenda.

Motion made by Mrs. Stevenson and seconded by Mrs. Henderson to approve items A – D.

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.

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

Regular Meeting	July 28, 2021
Executive Meeting	July 28, 2021

B. Approval of the June 2021 transfers. (**Attachment**)

C. Approval of the June 2021 Board Secretary’s Report. (**Attachment**)

Be It Resolved, pursuant to NJAC 6A:23-2-11(c)4, that we, the members of the Paulsboro Board of Education, certify that as of June 30, 2021, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

D. 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: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tyesha Scott, Irma R. Stevenson, Greenwich Township Representative Gerald Michael (abstained)
8 YES

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

- 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.

Motion made by Mr. Michael and seconded by Mrs. D. Scott to approve items B – P.

- 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 Monday, September 27, 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 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 change the degree status for Paulsboro High School Math Teacher Nelson Hall from MA Step O to MA+30 Step O – \$87,494.00 effective September 1, 2021.

Informational: Mr. Hall recently completed his Master +30 at Rowan University.

- E. 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, 2020. The video is approximately 30 minutes long. The bus drivers and bus aides will be paid for this training at their summer rate:

<u>Bus Drivers</u>	<u>Bus Aides</u>
Ann Aspell	Theodore Garretson
Marie Polimeni	Lilly Ann Wood
Genieve Stuart	Kelli Emerich
Andra Tarpley	

- F. Recommend approval for the following job description:

- 1. Early Childhood Director (**Attachment**)

- G. Recommend approval to appoint Kristen Reid to the position of Supervisor of Curriculum effective August 31, 2021. Ms. Reid will earn \$93,000.00 for the 2021-2022 school year. The position is represented by the Paulsboro Administrators Association (PAA) so terms and conditions of employment are as per the agreement with the Board of Education.

Informational: This is a twelve-month position. Interviews were conducted by Superintendent Dr. Roy J. Dawson III and the Director of Curriculum, Instruction and Assessment Christine Lindenmuth.

- H. Recommend approval to appoint Sarah Bubnis to the position of Basic Skills English Teacher Grade 7-12 for the 2021-2022 school year effective August 31, 2021. Ms. Bubnis will earn BA Step A - \$48,985.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Account Number: 20-230-100-101-01-999

Informational: Interviews were conducted by Paulsboro Junior / Senior High School Principal Paul Morina and Paulsboro Senior High School Vice Principal James Pandolfo.

- I. Recommend approval to appoint Michael McGahey to the position of English Teacher Grade 9 for the 2021-2022 school year effective August 31, 2021. Mr. McGahey will earn BA Step E - \$50,083.00 as per agreement with the Paulsboro Education Association. This

recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: If approved, Mr. McGahey replaces Susan Howard who recently retired. Interviews were conducted by Director of Curriculum, Instruction and Assessment Christine Lindenmuth and Paulsboro Junior / Senior High School Principal Paul Morina.

- J. Recommend approval for all Paulsboro Senior High School employees who hold a valid certificate to teach in New Jersey be approved for Teacher Coverage on an as needed basis for the 2021-2022 school year.

Informational: The preparation period will be used for planning for upcoming lessons. In some cases, however, as a result of a shortage of substitutes or sudden teacher emergencies, it becomes necessary to use teachers as substitutes during their non-teaching time. A teacher may, in this situation, be assigned to serve as a substitute for up to two (2) free covers per year. After having covered two (2) times, teachers shall be paid \$40.00 per class period the remainder of the school year. Such covers shall be arranged by an administrator of the school in question and shall be distributed as equitably as possible.

- K. Recommend approval for all Paulsboro Public School employees who hold a valid certificate to teach including substitute teachers in New Jersey for the following services on an as needed basis for the 2021-2022 school year. The pay rate for these positions is \$40.00 per hour.

Morning Monitors	After School Detention	Tutoring / Homebound Instruction
Saturday School	Credit Completion	Afternoon Monitors

Informational: From time to time buses are delayed or some other circumstance exists that requires a student to be supervised after regularly contracted hours for the staff. The change recommended about clarifies that instructional aides and other employees who hold valid certificates as Substitute Teachers may perform these duties. It also adds afternoon monitors to the list.

- L. Recommend approval for Walden University student, Trevon Brooks to complete his Masters in School Counseling Internship in Paulsboro Public Schools

Informational: Mr. Brooks will complete the following Field Experience Requirements for the 2021-2022 school year:

Practicum Hourly Requirements:

- 100 total hours
- 40 hours of direct face-to-face counseling, consultation, and classroom guidance
- 11 individual/triadic supervision hours with approved site supervisor
- 15 faculty group supervision hours

Internship Hourly Requirements:

- 600 total hours (two quarters)
- 240 hours of direct face-to-face counseling, consultation, and classroom guidance
- 11 individual/triadic supervision hours with approved site supervisor (per quarter)
- 15 faculty group supervision hours (per quarter)
- Students must complete field experience in a K-12 school setting.

The mentor for Mr. Brooks will be decided in September 2021.

- M. Recommend approval to appoint the following people to the position of Substitute Custodian to be used on an “as needed” basis. The pay rate for this position is \$12.00 per hour. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

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

- N. Recommend retroactive approval for Learning Disability Teacher/Consultant Karolyn Adams to attend initial classification and change of placement meetings during the months of July and August. Ms. Adams worked a total of 6 hours at \$40.00 per hour. Meetings were a minimum of one hour in length. Not to exceed \$240.00. (Budget Account #11-000-219-104-00-053)

Informational: A Child Study Team is composed of, at a minimum, a School Psychologist, School Social Worker and a Learning Disability Teacher/Consultant (LDT/C). Paulsboro School District employs two Psychologists and two Social Worker but no LDT/Cs. As a result, the required learning evaluations must be completed by an outside contractor. Ms. Adams has completed these duties for the Paulsboro Public Schools for many years.

- O. Recommend approval to appoint Anne DiMarco to the position of substitute for the Paulsboro Junior / Senior High School Spanish Teacher. Ms. DiMarco will earn \$32.66 per hour at 7.5 hours per day. This temporary position does not include benefits. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: If approved, Ms. DiMarco will substitute until this position is filled with a permanent staff member. Interviews were conducted by Paulsboro Junior / Senior High School Principal Paul Morina and Paulsboro Senior High School Vice Principal James Pandolfo.

- P. Recommend approval for Lucinda Quint, RN to serve as a Substitute School Nurse on an as needed basis during the 2021-2022 school year. Substitute School Nurses earn the same daily rate as Substitute Teachers.

Roll call Vote: Theresa Cooper, Robert Davis (no - G), Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott (abstained – G), Tyesha Scott, Irma R. Stevenson, Greenwich Township Representative Gerald Michael
7 YES

MOTION CARRIED

PERSONNEL Q - Y: The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Mrs. Danielle Scott and seconded by Mrs. Irma Stevenson.

- Q. Recommend approval to accept the resignation of Loudenslager Elementary School Classroom Aide Tina Cook effective August 11, 2021.

- R. Recommend approval to appoint Juliana Calce as the Long-Term Substitute Teacher assigned to Preschool at Billingsport Early Childhood Center from August 31, 2021 until December 23, 2021. Ms. Calce will earn \$32.66 per hour at 7.5 hours per day. This temporary position does not include benefits. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: If approved, Ms. Calce will substitute until Staff #1038 DOH 09/01/2004 returns from her Leave of Absence. Interviews were conducted and references checked by Loudenslager Principal Matthew Browne and Billingsport Principal Tina Morris.

- S. Recommend approval to appoint Christopher Hemberger to the position of Billingsport Early Childhood Center Second Grade Teacher for the 2021-2022 school year effective August 31, 2021. Mr. Hemberger will earn BA Step D - \$49,585.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: If approved, Mr. Hemberger replaces Beth Walsh who recently retired. Interviews were conducted and references checked by Loudenslager Principal Matthew Browne and Billingsport Principal Tina Morris.

- T. Recommend approval to appoint Michele Relation to the position of Billingsport Early Childhood Center Kindergarten Teacher for the 2021-2022 school year effective August 31,

2021. Ms. Relation will earn MA Step A - \$51,385.00 as per agreement with the Paulsboro Education Association.

Informational: Ms. Relation has worked as a Classroom Instructional Aide at Loudenslager Elementary School for 3 and a half years. Interviews were conducted by Loudenslager Elementary School Principal Matthew Browne and Billingsport Early Childhood Center Principal Tina Morris.

- U. Recommend approval to appoint Lindsay Shaffer to the position of Billingsport Early Childhood Center Preschool Disabled Teacher for the 2021-2022 school year effective August 31, 2021. Ms. Shaffer will earn BA+30 Step J - \$57,772.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on completion of all required paperwork and the Criminal History Background Review.

Informational: Interviews were conducted and references checked by Interim Supervisor of Special Services Robert Harris and Billingsport Principal Tina Morris.

- V. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #740 DOH 02/01/2016, with the following terms and conditions:

Dates of Leave

Tuesday, August 31, 2021 – Tuesday, October 19, 2021

Terms and Conditions of Leave

With pay and benefits by use of accumulated sick leave as well as the concurrent use of Federal Family Leave (33 days)

- W. Recommend approval for all Billingsport Early Childhood Center, Loudenslager Elementary and Paulsboro Junior High School employees who hold a valid certificate to teach in New Jersey be approved for Teacher Coverage on an as needed basis for the 2021-2022 school year.

Informational: The preparation period will be used for planning for upcoming lessons. In some cases, however, as a result of a shortage of substitutes or sudden teacher emergencies, it becomes necessary to use teachers as substitutes during their non-teaching time. A teacher may, in this situation, be assigned to serve as a substitute for up to two (2) free covers per year. After having covered two (2) times, teachers shall be paid \$40.00 per class period the remainder of the school year. Such covers shall be arranged by an administrator of the school in question and shall be distributed as equitably as possible.

Acct# 11-130-100-101-04-151	Grade 7 & 8
Acct# 11-130-100-101-03-151	Grade 6
Acct# 11-120-100-101-03-151	Grade 3 – 5
Acct# 11-120-100-101-02-151	Grade 1 & 2
Acct# 11-110-100-101-02-151	Kindergarten

- X. Recommend approval for Loudenslager Elementary School Nurse Janice Esters to prepare Billingsport Early Childhood Center health office. This recommendation is for 20 hours at the rate agreed upon in the PEA contract. This amount will not exceed \$800.00.

Informational: At this time the position of school nurse at Billingsport Early Childhood Center has not been filled. Mrs. Esters will review and update student files for immunization and physical requirements, medical conditions and allergies. She will also organize the health office in preparation for the 2021-2022 school year.

- Y. Recommend approval to appoint Cordaro Harris to the position of Playground/Cafeteria Aide at Loudenslager Elementary School for the 2021-2022 School Year at a rate of \$12.00 per hour for 2 hours per day on those days that lunch is served. This recommendation is contingent on successful completion of all required paperwork and the Criminal History Background Review.

Roll call Vote: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tysha Scott, Irma R. Stevenson
8 YES

MOTION CARRIED

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

Motion made by Mrs. Stevenson and seconded by Mr. Michael to approve items A-I.

- A. Recommend retroactive approval for the New Teacher Orientation which was held on August 25, 2021 at 8:30am in the Paulsboro High School Library / Parenting Center.

Account Number: 20-484-100-100

- B. Recommend approval to participate in cooperation with the Youth Advocate Program (YAP) to implement a school based mental health program located at Paulsboro Junior / Senior High School, Loudenslager Elementary School and Billingsport Early Childhood Center for 5 days per week during the 2021-2022 school year.

Informational: There is no cost to the Board of Education. This program will provide clinical mental health services, access to psychiatry and referrals.

- C. Recommend approval appointing the following staff to serve on the Affirmative Action Team to conduct the needs assessment and complete the Comprehensive Equity Plan retroactive for the 2022-2025 school years.

Informational: Affirmative Action Team will be District Affirmative Action Officer John Giovannitti, James Pandolfo, JoAnne Gayeski, Lauren Abbott, Christine Lindenmuth, Erica Scott, Renee Smallwood-Thigpen, Triana Hernandez and Jacqueline Johnson.

- D. Recommend approval of the District Mentoring Plan for the 2021-2022 school year. This recommendation includes authorization to submit the plan to the New Jersey Department of Education.

Informational: The District Mentoring Plan must be reviewed, revised, and submitted to the New Jersey Department of Education annually. The purpose of the plan is to delineate how teachers new to the profession as well as those new to the district will be mentored. Mentor selection, roles and responsibilities of mentors, mentor training, and training for new teachers are included in the plan. A copy of the Mentoring Plan is attached for review by members of the Board of Education. **(Attachment)**

Note: It should be mentioned that mentor and buddy teachers do not participate in the evaluation of new teachers. Their work is strictly professional development.

- E. Recommend approval of the following Mentor / Buddy Teachers at Paulsboro Schools District and Paulsboro High School for the 2021-2022 school year:

Subject	New Staff Member	Buddy	Mentor
English Teacher	Michael McGahey	NA	Holly Klein
Basic Skills English	Sarah Bubnis	NA	Monica Garner
Athletic Trainer	Austin Lee	Mary Porter Paul Morina	NA
Guidance Counselor	Nicole Vitale	To be decided in September 2021	NA
English Second Language (ESL) Teacher	Eric Koellner	Barbara Thomson	NA

Informational: When a novice teacher is hired, they are issued a Provisional Certificate. Upon the completion of two years of successful teaching, the Provision Certificate converts to a Standard Certificate. During the first year with a Provision Certificate, the teacher must be assigned a mentor teacher. The provisional teacher pays a stipend to the mentor.

Experienced teachers who begin work in the Paulsboro Public Schools are assigned a buddy teacher to help orient and guide them through their first year of service. This is a local requirement not one imposed by the state. The buddy teachers are not paid but rather serve as a professional courtesy to their colleagues.

- F. Recommend approval to adopt the District Professional Development Plan for the 2021-2022 school year. (**Attachment**)

Informational: In order to create the Professional Development Plan, the administration reviews a wide variety of data including teacher observation reports, Single Quality Assurance Continuum (QSAC) data, School Improvement Plans, and student assessment data. The District Professional Development Plan serves as a guide when approving staff attendance at workshops, planning in-service programs and focusing the work of the School Improvement Panels (SciP).

- G. Recommend approval for the following administrators to attend the monthly meetings of professional groups:

Administrator	Professional Group
Director of Athletics John Giovannitti	Colonial Conference Athletic Directors monthly and various sportsmanship, team and awards meetings/banquets. NJSIAA Athletic Directors (Regular, Voting and Awards Meetings/Banquets)
Interim Supervisor of Special Services Robert Harris	Gloucester County Directors of Special Education Special Education Medicaid Initiative (SEMI)
School Business Administrator Anisah Coppin	Gloucester County School Business Officials
Director of Curriculum, Instruction and Assessment Christine Lindenmuth	Gloucester County Curriculum Consortium McKinney-Vento Meetings for Homeless Students
Superintendent of Schools Dr. Roy Dawson	Gloucester County Chief School Administrators County Office of Education Meetings
Supervisor of Support Staff Jack Henderson	Gloucester/Camden County Buildings & Grounds Supervisors
Loudenslager Elementary School Principal Matthew Brown	Gloucester County Association of Elementary and Middle School Administration (GCAEMSA)
Paulsboro High School Principal Paul Morina	Gloucester/Salem County Principals Meetings

- H. Recommend approval for the continued use of the New Jersey Principal Evaluation for Professional Learning (NJPEPL) process and observation instrument for Principals and Assistant Principal during the 2021-2022 school year.

Informational: NJPEPL has been used for several years. The assessment tool must be approved annually.

- I. Recommend approval for the continued use of the McREL evaluation tool for teachers during the 2021-2022 school year.

Informational: McREL has been used in Paulsboro for about 8 years. It is one of the research based instruments approved by the New Jersey Department of Education. The evaluation instrument must be approved annually.

Roll call Vote: Theresa Cooper (Abstained- C), Robert Davis, Marvin E. Hamilton (Abstained –C), Crystal L. Henderson (abstained – G), Elizabeth J. Reilly, Danielle Scott (abstained – C), Tyasha Scott (abstained – C), Irma R. Stevenson, Greenwich Township Representative Gerald Michael
9 YES (A, B, D, E, F, H & I)
8 YES (G)
4 YES (C), 4 ABSTAINED

MOTION CARRIED

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

Motion made by Mrs. D. Scott and seconded by Mrs. Henderson to approve items J-N.

- J. Recommend approval for Loudenslager Elementary School Teachers Maria Phillips, Anthony Petruz and Elaine Andrus to attend the RTI Planning Workshop – Session #3 on Friday, August 27, 2021 from 8:00am to 1:00pm. The workshop will be held at the Loudenslager Elementary School.

Informational: The teachers will receive their contractual rate of \$40.00 per hour not to exceed \$200.00 per teacher.

- K. Recommend approval to participate in cooperation with Jefferson Health to implement a school based mental health program located at Loudenslager Elementary School 2.5 days per week and Billingsport Early Childhood Center (BECC) 5 days per week during the 2021-2022 school year.

Informational: There is no cost to the Board of Education. This program will focus on mental health/ wellbeing programs, behavioral health counseling, Covid education, linkages to outside agencies and community outreach.

- L. Recommend approval to participate in cooperation with The Southwest Council to implement a school based mental health program located at Loudenslager Elementary School and Billingsport Early Childhood Center (BECC) during the 2021-2022 school year.

Informational: There is no cost to the Board of Education. This program will provide a series of in school programs that will focus on mental health education, substance abuse prevention activities and social skills/ life skills.

- M. Recommend the following Mentor/Buddy Teachers at Billingsport Early Childhood Center, Loudenslager Elementary School and Paulsboro Junior High School for the 2021-2022 school year:

Subject	New Staff Member	Buddy	Mentor
English Teacher	Alexandra Cooke	Holly Klein	NA
Guidance Counselor 7&8	Adrias Schwartz	To be decided in September 2021	NA
Preschool Disabilities Teacher	Lindsay Shaffer	Kristin Shute	NA
Grade 2 Teacher	Christopher Hemberger	Mary Ann Lang	NA
Kindergarten Teacher	Michele Relation	NA	Prudence Hanly

Informational: When a novice teacher is hired, they are issued a Provisional Certificate. Upon the completion of two years of successful teaching, the Provision Certificate converts to a Standard Certificate. During the first year with a Provision Certificate, the teacher must be assigned a mentor teacher. The provisional teacher pays a stipend to the mentor.

Experienced teachers who begin work in the Paulsboro Public Schools are assigned a buddy teacher to help orient and guide them through their first year of service. This is a local requirement not one imposed by the state. The buddy teachers are not paid but rather serve as a professional courtesy to their colleagues.

- N. Recommended approval for the following people to serve on the School Technology Committee for Loudenslager Elementary School during the 2021-2022 School Year.

Anthony Petruz
Norman Scott
Lauren Brassill
William Tuff

Monica Moore-Cook
Tom Richardson
Danielle Relation
Matthew Browne

Roll call Vote: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tyesha Scott, Irma R. Stevenson
8 YES

MOTION CARRIED

INSTRUCTIONAL SERVICES A – B The Greenwich Township Representative may not vote on items in this section of the agenda.

Motion made by Mrs. Stevenson and seconded by Mrs. D. Scott to approve items A-B.

- A. Recommend approval of Grade 2 student Semaj Driver to enroll in Billingsport Early Childhood Center as a courtesy student with the intention of filling a School Choice seat in the 2022-2023 school year.

Informational: Semaj is a sibling of Saeed Crite, Grade 7, a current choice student enrolled in Paulsboro Junior High School. According to the Inter-District Public School Choice Program regulations, special enrollment preference may be given to students who have siblings currently attending the choice district.

- B. Recommend approval for the following Out of District Placements and costs for the 2021-2022 school year. (Attachment)

Informational: **Key to Services on attachment:**

- PT – Physical Therapy
- OT – Occupational Therapy
- Speech – Speech/Language Therapy
- BS – Behavior Specialist
- TOD – Teacher of the Deaf
- Nurse – 1:1 Nurse
- Aide – 1:1 Instructional Aide
- ESY – Extended School Year

The Individuals with Disabilities Education Act (IDEA) requires students with disabilities to be educated with their non-disabled peers to the greatest extent appropriate. This is called Least Restrictive Environment (LRE). LRE is a continuum ranging from mainstreaming, self-contained class, attending out-of-district school, etc. Out of district placements are recommended when the student has a severe disability, a very unusual disability or if the youngster is a danger to themselves and others. The long-term goal is for the student to return to their home school.

Roll call Vote: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tyesha Scott, Irma R. Stevenson
8 YES

MOTION CARRIED

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

Motion made by Mrs. Stevenson and seconded by Mr. Michael to approve items A-F.

- A. Recommend approval of the following coaches for Paulsboro High School Fall Sports Teams for the 2021-2022 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	2021-2022 Salary*	Step
Head Boys Soccer Coach	Douglas Foglein	\$4,925.00	3
Assistant Cheerleading Coach	Chardae Ingram	\$1,925.00	1

* Salary subject to the PEA contract negotiations.

- B. Recommend approval for the Paulsboro High School Band to participate in the Woodbury Fall Parade in Woodbury, New Jersey. No date has been set. Cost to the Board of Education includes school bus/van transportation. Band Director, Jenna Ouellette is in charge of the activity.

Informational: The Band participates in this parade annually.

- C. Recommend approval for the 2021-2022 Paulsboro High School Football Team to attend a Temple University football game this season.

Informational: Paulsboro's Football Team has attended Temple University's Football Games in the past. The exact date and time of the game has not been determined yet by Temple personnel. The tickets will be free and the only cost to the district will be the bus, tolls for the bus and parking.

- D. Recommend approval to host the annual Homecoming Parade in Paulsboro on Saturday, October 23, 2021. Cost to the Board of Education includes school bus transportation for the band. Band Director Jenna Ouellette and Senior Class Advisors Brenda Caltabiano and Monica Garner, as well as numerous other members of the staff will chaperone this activity.

- E. Recommend approval for Paulsboro High School to start the "Pegasus Varsity Club". This extra-curricular activity will be dedication to support and promote student-athletics that excel in both academics and athletics. Coaches from all varsity sports will participate in chaperoning this activity. There is no cost to the Board of Education.

- F. Recommend approval for John R. Hurst to continue to serve as a volunteer photographer and music tutor at Paulsboro Junior-Senior High School for the 2021-2022 school year. Mr. Hurst will work under the leadership of Music Teachers Aaron Krasting, Jenna Ouellette and Brian Betz.

Informational: Mr. Hurst is an Emeritus Award Recipient based on his contributions to Paulsboro High School. He has volunteered in the Music Department for a number of years.

Roll call Vote: Theresa Cooper (no –A assistant cheerleading coach), Robert Davis (no –A assistant cheerleading coach), Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly (abstained), Danielle Scott (no –A assistant cheerleading coach), Tyesha Scott (no –A assistant cheerleading coach), Irma R. Stevenson (no –A assistant cheerleading coach), Greenwich Township Representative Gerald Michael (no –A assistant cheerleading coach).
8 YES (All carried except Assistant Cheerleading Coach)

MOTION CARRIED WITH EXCEPTION

STUDENT ACTIVITIES G - I: The Greenwich Township Representative may not vote on items in this section of the agenda.

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

- G. Recommend approval for the Loudenslager JOY After-School Program to operate an in-person after school program starting on September 20, 2021 - June 3, 2022 from 3:00pm - 6:00pm, Monday thru Friday.

Informational: The JOY After-School Program is a 21st Century Learning Grant partnership, which can serve up to 75 students in grades three through six. This program is coordinated by Loudenslager Teacher Anthony Petruz.

- H. Recommended approval for the Boys & Girls Clubs of Gloucester County to utilize the Loudenslager All-Purpose Room for an after-school program from 3:00pm - 4:00pm, Monday through Friday during the 2021-2022 School Year.

Informational: The Boys & Girls Clubs of Gloucester County operates an after-school program for students in the community each afternoon. The Boys & Girls Club provides transportation for students from Loudenslager to their off-site location, but requires an area for the students to remain until the bus arrives each afternoon. The Boys & Girls Club of Gloucester County provides staff to supervise these students each afternoon and provides them with snack and homework assistance until the bus arrives.

- I. Recommend approval for the following people to serve on the National Elementary Honor Society Faculty Council for Loudenslager Elementary School during the 2021-2022 School Year.

Gianna Lombardi
 Monica Moore-Cook
 Kayla Callaway
 JoAnne Gayeski

David Denelsbeck
 Tamara Diodati
 Christina Roberts
 Addie Shmuel

Roll call Vote: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tyesha Scott, Irma R. Stevenson
 8 YES

MOTION CARRIED

POLICY: None at this Time

CONSTRUCTION UPDATES:

A. 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.

August 21, 2021 Update

A combination of funding sources is being used to advance the Districts’ summer projects.

The following **Rod Projects** are now being finalized and individually are being submitted to the School Development Authority for Reimbursement.

ROD Grant

HVAC Control System	Loudenslager	\$196,000
HVAC Control System	Billingsport	\$196,000
HVAC Control System	High School	\$503,000
Boilers	High School	\$437,200
Security Upgrades	Loudenslager	\$226,650
Security Upgrades	High School	\$240,975
New Exit Doors	Billingsport	\$22,450
New Exit Doors	High School	\$95,525
Toilet Renovations	High School	\$77,330

Hot & Cold Domestic Water repair	Loudenslager	\$47,900
Correct Window well Drainage	Billingsport	\$21,865
Move Alarm Panel	Loudenslager	\$19,729
Toilet Renovations	Loudenslager	\$3,240
		<hr/>
		\$2,087,864

2015 Referendum

School Track	High School	\$484,310
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Change Order Supply costs		\$ 15,048
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ESSER II Funding – \$6,200,000.00 Under Federal guidelines a minimum of 20% has been reserved for educational advancement. In addition, School Security upgrades have been budgeted. On August 12th a planning meeting was held with the Architects and their Engineers to discuss the remaining \$2,900,000.00 to be used for building clean air ventilation upgrades. The following project funded under this grant is being completed as part of the HS Boiler Project.

Third Boiler domestic hot water	High School	\$650,300
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The following are being advanced out of the 2021-2022 General Fund Budget

Site Drainage	Loudenslager	\$142,000
Flat Area Roof Replacement	Billingsport	\$225,000

FACILITIES: None at this Time

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

Motion made by Mr. Michael and seconded by Mrs. Irma Stevenson.

A. Recommend approval retroactive adoption of the following resolution:

WHEREAS, N.J.S.A 18A:21-2. N.J.S.A 18A:7G-31 and N.J.S.A 18A:7F-41 permits a Board of Education to establish and /or deposit into certain reserve accounts at year end and;

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Paulsboro Board of Education, wishes to establish a capital reserve account from unanticipated excess current year revenue or unexpended appropriations from the General Fund in to allowable reserve at year end; and

WHEREAS, the Paulsboro Board of Education shall be prohibited from using the funds in the capital reserve account for current expenses, pursuant to N.J.S.A. 18A:21-4, and shall use funds only to:**1.** Implement capital projects in the school district's LRFP as required pursuant to N.J.S.A. 18A:7G-4.a and N.J.A.C. 6A:26-2;

WHEREAS, the Paulsboro Board of Education has determined that up to **\$500,000** may be available for such purpose of establishing a capital reserve account as of June 30, 2021 and should be distributed as follows:

NOW THEREFORE BE IT RESOLVED, by the Paulsboro Board of Education, that it hereby authorizes the School Business Administrator to establish a Capital Reserve Account consistent with all applicable laws and regulations up to but not exceeding the above amount. This approval shall be retroactive to June 30, 2021.

- B. Recommend approval for Gloucester County Special Services School District to provide the following services for the 2021-2022 school year. The “Number of Hours” listed is the not to exceed limit.

Gloucester County Special Services	Number of Hours or Days	Cost Per Hour	Total
Occupational Therapy	72 Days	\$535.00	\$38,520
Physical Therapy	144 Hours	\$90.00	\$12,960
Education Consultant – Teacher of the Deaf / Hard of Hearing	54 Hours	\$117.00	\$6,318
Total			\$57,798

Informational: Occupational Therapy (fine motor movement) and Physical Therapy (gross motor movement) are considered to be related services by the Individuals with Disabilities Education Act (IDEA). Students with disabilities who qualify for services via IDEA are also entitled to the related services that are required to provide a “beneficial” education. Physical and Occupational Therapy are, in these cases, included in the student’s Individual Educational Program (IEP). For a number of years, Paulsboro has contracted with Gloucester County Special Services School District to provide these therapeutic services. Only students whose IEP specifically delineates these therapies, receive them.

Roll call Vote: Theresa Cooper, Robert Davis, Marvin E. Hamilton, Crystal L. Henderson, Elizabeth J. Reilly, Danielle Scott, Tyesha Scott, Irma R. Stevenson, Greenwich Township Representative Gerald Michael
9 YES

MOTION CARRIED

C. **Informational** – Extraordinary Aid

The New Jersey Department of Education provides Extraordinary Aid to help districts fund the cost of tuition and services for students with disabilities when the costs of these essential services are well above the norm.

Special Education Extraordinary Aid (Exaid) was first provided through the Comprehensive Educational Improvement and Financing Act (CEIFA), N.J.S.A. 18A:7F-19b. (**Attachment**)

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 Mrs. D. Scott, seconded by Mrs. Stevenson and unanimously carried (9-0) to adjourn the meeting at 7:49 pm.

Respectively Submitted,



Board Secretary