

PAULSBORO PUBLIC SCHOOLS

BOARD OF EDUCATION MEETING
PAULSBORO, NEW JERSEY

MINUTES

MONDAY, MAY 22, 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, Theresa Cooper, Frank Damminger (absent), Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott (absent) and Greenwich Township Representative Roseanne Lombardo and Student Member Anaiah Hill (absent).

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. Scott and seconded by Mrs. Lombardo to adjourn to Executive Session to discuss personnel, contract and legal matters.

Vote:

MOTION UNANIMOUSLY PASSED

PLEDGE OF ALLEGIANCE

PRESENTATIONS

1. May's **Raider Report** was presented by Loudenslager Elementary School Teachers Krista Lange and Tara Stahl
2. Student of the Month Awards for March, April and May 2023 were presented to the following students by their principals:

Billingsport Early Childhood Center	Loudenslager Elementary School
<p><u>Preschool</u> March – Maeli Baldemora April – Leila Elabaidi May – Jayden Larin Recinos</p> <p><u>Kindergarten</u> March – Elizabeth Estrada April – Manail Farkouchi May -Amiyah Holmes</p> <p><u>1st Grade</u> March – Samara Black April – Trinity Thomas May – Ovidio Aguilar</p> <p><u>2nd Grade</u> March – Dallas Lipsey-Jiles April – Khalil Khan May -Jeremih Robinson</p>	<p><u>3rd Grade</u> March - Javeah Williams April - Tala Agha May – Anya Nicolas</p> <p><u>4th Grade</u> March - Ryan Tapp April - Layla Thomas May - Arielys Hilerio-Muniz</p> <p><u>5th Grade</u> March - Anyai Bumpers April - Alexandra Molina May - Jayden Davis</p> <p><u>6th Grade</u> March - Amina Sierra April - Tae-ren Carlson May - Savannah Arnold</p>

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

3. The Superintendent honored the following teachers upon their selection as **GOVERNOR'S TEACHER RECOGNITION AWARD** recipients for 2023.

2022-2023	
Billingsport Early Childhood Center	Candell Maxie
Loudenslager Elementary School	Bonnie McHale
Paulsboro Junior High School	Kelly Kovalesky
Paulsboro High School	Phillip Neff

Informational: 2022-2023 Governor's Educator of the Year Recognition Program:

The New Jersey Department of Education (NJDOE) aims to recognize educators who have gone above and beyond in their service to New Jersey's students. Over the past several months, educators changed the way they delivered instruction to New Jersey's 1.4 million students. Now, more than ever before, is the time to celebrate New Jersey's outstanding educators. Therefore, every school in every district is encouraged to participate in Governor's Educator of the Year program to honor the hardworking teachers and educational services professionals for their dedication to their students and the profession. This program promotes a culture that recognizes excellence, creates a sense of pride and brings public attention to the work of outstanding educators.

4. The Superintendent honored the following educators upon their selection as **GOVERNOR'S EDUCATIONAL SERVICES PROFESSIONAL AWARD** recipients.

2022-2023		
Billingsport Early Childhood Center	Instructional Aide	Christin Goss
Loudenslager Elementary School	Instructional Aide	Erica Scott

Informational: 2022-2023 Governor’s EDUCATIONAL SERVICES PROFESSIONAL AWARD:
The New Jersey Department of Education (NJDOE) aims to recognize Educational Professionals including certificated staff members such as School Nurses, Guidance Counselors, School Psychologists, Librarians, etc. that have gone above and beyond in their service to New Jersey’s students.

5. The Superintendent honored the following staff members upon their **RETIREMENT 2022-2023.**

Lessie J. Brown	Brenda Caltabiano	Earl McEwen	Gina Morina
Colleen Phifer	Marie Polimeni	Dietra Roane	Jacquelyn Robinson-Hall
Stephen Smeresky	Andra Tarpley	Michael Vizzini	

Following this presentation the Board of Education invited the families of the Teacher of the Year, Educational Services Professional, and Retirement Recognition for light refreshments in the cafeteria.

6. Paulsboro Public Schools (ESIP) Energy Savings Improvement Program project.

Mr. Bryan McGair and Mr. Scott Purdy updated the Board with their presentation on the status of the District’s Energy Savings Improvement Program initiative.

7. **Recommend approval of the following audit documents for the 2021-2022 school year:**

- a) Acceptance of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2022 prepared by the accounting firm of Buckno Lisicky & Company.
- b) Acceptance of the Paulsboro Public Schools’ Corrective Action Plan for the fiscal year ending June 30, 2022. (**Attachment**)
- c) Certificate of Implementation for the Paulsboro Public Schools’ Corrective Action Plan for the fiscal year ending June 30, 2022.

A motion was made by Mr. Robinson and seconded by Ms. Baylor to accept the Annual Comprehensive Financial Report (ACFR) and approve the District’s Corrective Action Plan and Certificate of Implementation for the fiscal year ending June 30, 2022.

Informational: In compliance with NJSA 18A:23-1 the Certified Public Accounting firm of Buckno Lisicky & Company conducted the annual audit of the District’s accounts and financial transactions for the year ending June 30, 2022. As required by Title 18A: 23-4, a synopsis of the audit of the financial statements and the supplementary data of the Governmental Activities will be available to the public. Appropriate documents will also be posted on the District Website.

The Corrective Action Plan addresses the audit findings identified in the Annual Comprehensive Financial Report. Each finding is listed along with the action the District will take to resolve/remediate. Furthermore, the Certificate of Implementation provides the status of the open audit findings that have not been implemented to date along with comments and anticipated implementation date.

The School Business Administrator reviewed the Annual Comprehensive Financial Report, Corrective Action Plan and Certificate of Implementation with the board. Mrs. Coppin provided a high level synopsis of the report, it’s findings as well highlighting key financial statements.

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

RESOLUTIONS: - None at this time

1ST PUBLIC COMMENTS – ITEMS UNDER THE JURISDICTION OF THE BOARD OF EDUCATION (AGENDA ITEMS ONLY)

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

- Ms. Cheryl Scott questioned why the County Executive Superintendent is approving the Business Administrator/Board Secretary’s employment contract.

2ND PUBLIC COMMENTS

A motion was made by Mrs. Scott and seconded by Ms. Baylor to hold Public Comments prior to New Business on the May 22, 2023 agenda.

Informational:

Board member Ms. Evans requested that for the sake of time the 2nd Public Comment section be moved up before New Business to allow members of the public to address the Board. The May meeting acknowledged students, staff and retirees and there were concerns that the meeting would go much longer than normal. As result, many individuals who wish to address the Board may not stay if the Public Comments were conducted at the end of the agenda, as it is normally done.

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

At this time members of the public addressed the Board of Education on the following non-agenda items.

- Ms. Joya Smith – Inquired as to the district’s plan regarding the possible election of a district employee who is running for public office but currently holds the positions of the Athletic Director and Assistant Principal.
- Ms. Tara Stahl – Expressed concerns that the current teacher recognition ceremony was not as eventful as it had been in the past. Suggested that the District consider returning to having this ceremony as a separate event prior to the board meeting. In addition, she inquired why there were not photographers on hand.

CORRESPONDENCE – None at this time.

NEW BUSINESS

ESTABLISHMENT OF MEETING DATES, TIMES, LOCATION AND PLACES OF NOTIFICATION

A. Recommend approval of the following actions relative to the meetings of the Board of Education:

1. Pursuant to Chapter 231, PAL (Open Public Meeting Act) public meetings of the Board of Education will be held on the dates, at the times and at the location as per the following schedule. (**Attachment**)

**PAULSBORO PUBLIC SCHOOLS
BOARD OF EDUCATION MEETINGS
2023 – 2024 School Year**

BOE Meeting Date	Day of the Week	Time	Location	Type of Meeting
July 26, 2023	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular

BOE Meeting Date	Day of the Week	Time	Location	Type of Meeting
August 23, 2023	Wednesday	7:00pm	Paulsboro High School Auditorium	Regular
September 25, 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
October 30, 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
November 27 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
December 18, 2023	Monday	7:00pm	Paulsboro High School Auditorium	Regular
January 2, 2024	Tuesday	7:00pm	Paulsboro High School Auditorium	Reorg
January 29, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
February 26, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
March 25, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
April 29, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
May 20 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular
June 24, 2024	Monday	7:00pm	Paulsboro High School Auditorium	Regular

2. Designate the South Jersey Times as the official newspaper and the Courier Post as the other newspaper to receive notices under the Open Public Meeting Act.
3. Adequate notice of meetings will be provided by mailing to the Paulsboro Clerk, Greenwich Township Clerk, Courier Post, South Jersey Times, Secretary of Greenwich Township Board of Education, by posting the schedule of meetings in a public place and / or district website reserved for such announcements by the Board of Education.
4. The Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matter that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made.

B. NOVEMBER 2023 ELECTION - OFFICES OPEN FOR GENERAL ELECTION

<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.

C. USE OF PAULSBORO FACILITIES TO ACCOMMODATE THE BOROUGH’S JUNETEENTH CELEBRATION.

A motion was made by Mr. Robinson and seconded by Mrs. Scott to approve a Facilities Request from Paulsboro Juneteenth Organization under New Business.

Recommend authorization for the Superintendent to approve the Paulsboro Juneteenth Organization to use school facilities, specifically the boys’ football practice fields and the main field stands for the Paulsboro Borough’s Juneteenth Celebration to be held on Saturday, June 17, 2023. This recommendation is contingent on the organization filing the appropriate request and verification of insurance.

Informational:

The Borough has contracted with KS Productions DBA Schaefer Fireworks to provide a fireworks display as part of their Juneteenth Celebration. At the time of request, the Schaefer Fireworks submitted verification of insurance and documentation accepting full responsibility for policing the fireworks display. In addition, they have committed to search for and dispose of any unfired fireworks.

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

BOARD BUSINESS:

A. 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.

B. 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.
- The combined Evaluation forms will be an attachment on the June 26, 2023 agenda for review by the Board of Education.

BOARD BUSINESS:

A. COMMITTEE OF THE WHOLE:

POLICY:

The Paulsboro Board of Education Policy Committee:

Chairperson: Mr. Joseph Lisa

Members: Frank Damminger, Markee Robinson, Danielle Scott

The Committee met Thursday, April 13, 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, April 18, 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

No updates provided.

OLD BUSINESS:

INFORMATIONAL: Facilities: Building walkthrough prior to the Board Meetings.

May 22, 2023, at 5:00pm Paulsboro Junior/Senior High School

PENDING ITEMS: – None at this time.

NEXT MEETINGS OF THE BOARD OF EDUCATION

Regular Meeting

**Monday, June 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.

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

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 Business Administrator/Secretary to the Board of Education.

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

Regular Meeting

April 24, 2023

Executive Meeting

April 24, 2023

B. Approval of the April 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, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott (no–A), and Greenwich Township Representative Roseanne Lombardo

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

A motion was made to table **Personnel Item D** until the June 26, 2023 board meeting by Mr. Robinson and seconded by Mrs. Scott.

Roll Call Vote:

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

MOTION PASSED

A motion was made by Mrs. Scott and seconded by Ms. Baylor to approve Personnel Items B-C, E-N.

- 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 Monday, June 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. (Tabled until the June 26, 2023 board meeting.)

Staff Member	2023-2024 Salary	2023-2024 Salary
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 for Lucinda Quint, RN to serve as a Substitute School Nurse on an as needed basis during the 2023-2024 school year. Mrs. Quint will earn \$300.00 per day.

Informational: Mrs. Quint has served as a Substitute School Nurse for the Paulsboro Public Schools in the past. Resume and /or application are on file in the Administration Building.

- F. Recommend approval to establish a Personal Day Bank for Paulsboro School District Technology Staff - Staff ID 2176 as per the attached procedure. (**Attachment**)

Informational: The Board of Education approved the Personal Day Bank Procedure on February 27, 2014. Paulsboro Education Association President Jennifer Hoffman made the formal request to activate the procedure for Staff ID 2176.

- G. Recommend approval to reappoint Director of Facilities John Swanson to the nonunion position for the 2023-2024 school year effective July 1, 2023.

Staff Member	Position	2023-2024 Salary	2023-2024 Salary
John Swanson	Director of Facilities	\$97,945	\$100,981

The pay increase recommended above are the same as those received by employees represented by the Paulsboro Education Association and Paulsboro Administrators Association.

Informational: Mr. Swanson has over 26 years of experience. He holds a Bachelor of Science degree in Business Management and is New Jersey State certified for service and installation of HVACR equipment. Mr. Swanson started with Paulsboro Public Schools on November 29, 2021. The pay increase recommended is the same as those received by employees represented by the Paulsboro Education Association (PEA) and Paulsboro Administrators Association (PAA). The District is unable to adequately maintain the health and safety of its students in our school building without having a certified and qualified Facilities Manager/Director. The Facilities Manager/Director is one of three positions including the superintendent and the business administrator a school district is required by law to maintain.

- H. Recommend approval to accept the resignation of School Social Worker Renee Smallwood-Thigpen effective June 30, 2023.

Informational: Ms. Smallwood-Thigpen has served our district for more than 3 years.

- I. Recommend approval to contract with Patricia Applegate for the position of Part Time Student Support Services Interventionist for the Paulsboro Junior / Senior High School effective July 1, 2023 – June 30, 2024. Ms. Applegate will earn \$40.00 per hour not to exceed 15 hours per week. The position is grant funded through the American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER) grant.

Informational: Ms. Applegate served in the same position during the 2022 – 2023 school year.

- J. 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.

SUMMER ENRICHMENT PROGRAM				
Staff Member	Instructional Hours	Prep Hours	Per Hour	Total Stipend
Brian Betz	70	19	\$40.00	\$3,560.00
Jenna Ouellette	70	19	\$40.00	\$3,560.00
Kimberly Reger	70	19	\$40.00	\$3,560.00
Jessica LaPorta	70	19	\$40.00	\$3,560.00
Antonio Chila	70	19	\$40.00	\$3,560.00
Silvana Mojalliu	70	19	\$40.00	\$3,560.00
Eric Koellner	(as needed)		\$40.00	
Patricia Applegate	70	19	\$40.00	\$3,560.00
Total				\$24,920.00

- K. Recommended approval to appoint the following staff to participate in the Summer Credit Recovery Program for Junior and Senior High Schools. The Junior/Senior High School Administrative team conducted interviews. Summer Credit Recovery Program will begin June 19, 2023 and end on July 27, 2023.

CREDIT COMPLETION PROGRAM					
Subject	Staff Member	Instructional Hours	Prep Hours	Per Hour	Total Stipend
English 1/11	Holly Klein	121	19	\$40.00	\$5,600.00
English III/IV	Brittany Toole	121	19	\$40.00	\$5,600.00
US I & II	Rachel Wulk	121	19	\$40.00	\$5,600.00
Physical & Biological Science	Lisa Broder	121	19	\$40.00	\$5,600.00
Health/PE	Thomas Hampel	121	19	\$40.00	\$5,600.00
Sp. Ed. World History, Math	Chelsea Brown	121	19	\$40.00	\$5,600.00
Math	Shamima Nasrin	121	19	\$40.00	\$5,600.00
Nurse 7-12	Mary Porter	121	0	\$40.00	\$4,840.00
Instructional Aide	Lisa Horton	121	0	\$20.00	\$2,420.00
Guidance 7-12	Melba Moore-Suggs	121	0	\$40.00	\$4,840.00
Algebra I, II, Geo	Todd Palmisano	121	19	\$40.00	\$5,600.00
Math 7/8	Shelby Brown	121	19	\$40.00	\$5,600.00
English 7/8	Michael McGahey	121	19	\$40.00	\$5,600.00
Science 7/8	Joseph Benne	121	19	\$40.00	\$5,600.00
History 7/8	Vito Mazzeo*	121	19	\$40.00	\$5,600.00
Instructional Aide	Daryus Quarles	121	0	\$20.00	\$2,420.00
Substitute Teacher	Christina Lord	(as needed)		\$40.00	
Total					\$81,720.00

*Vito Mazzeo 6/19/23 to 6/30/2023 ESS - 7/1/2023-7/25/2023 Paulsboro Public Schools

- L. Recommend approval to appoint Kimberly Capie to the position of Confidential Bookkeeper, Payroll, and Business Secretary. Ms. Capie will earn prorated \$60,000.00. This is a 12-month non-union represented position. This recommendation is contingent upon completion of all required paperwork and the Criminal History Background Review. Resume and /or application are on file in the Administration Building.

Informational: If approved, Ms. Capie will replace Michelle Jankauskas who has submitted her resignation to the district effective June 30, 2023. Interviews were conducted by Business Administrator Anisah Coppin and Payroll Secretary Michelle Jankauskas. Two candidates had business office experience and were selected for interviews. Ms. Capie has over 15 years of experience as an office manager which includes payroll and accounting experience, bank reconciliations, budget preparation, account analysis, benefits administration, collective bargaining support and management as well as vendor management experience. Managing payroll is a critical function of the Business Office; and Ms. Capie has the skills and experience to manage this function seamlessly after Ms. Jankauskas transitions from the district. The higher salary is reflective of current market rates, Ms. Capie's experience, and the lack of interested qualified candidates.

- M. Recommend approval to appoint Ann Aspell to the position of a 10-month School Bus Driver. Ms. Aspell will earn Step 3 - \$28.59 per hour 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: Ms. Aspell worked for the district since 2016. She was most recently employed as a full-time bus driver until June 2022. Ms. Aspell took a position at another district but remained as a substitute bus driver for Paulsboro Public Schools. Ms. Aspell left the district on good terms and comes highly recommended from her supervisors. The district

is currently in dire need of bus drivers and Ms. Aspell returning to the district as a bus driver would save the District hundreds of thousands of dollars in contracted transportation costs.

- N. Recommend approval of Family and Medical Leave Act (FMLA) for Staff #2133 DOH 08/13/2019, with the following terms and conditions.

<u>Dates of Leave</u>	<u>Terms and Conditions of Leave</u>
Monday, April 24, 2023 - Friday, June 9, 2023	Paid with benefits use of sick time FMLA (35 days)

Roll Call Vote:

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

MOTION PASSED

PERSONNEL O -X: 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 Mrs. Scott to approve Personnel Items O-W.

- O. Recommend approval to reappoint Riley McHale to the position of Part-Time Intervention Aide at Loudenslager Elementary School. Ms. McHale will work 29 Hours per week at \$20.00 per hour.

Informational: This is a temporary grant funded position that is funded through ARP ESSER for as long as the funds are available. Ms. McHale served in the same positions during the 2022-2023 school year.

- P. Recommend approval to reappoint Samantha Strube to the position of Part-Time Intervention Aide at Loudenslager Elementary School. Ms. Strube will work 29 Hours per week at \$20.00 per hour.

Informational: This is a temporary grant funded position that is funded through ARP ESSER for as long as the funds are available. Ms. Strube served in the same positions during the 2022-2023 school year.

- Q. 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.

EXTENDED SCHOOL YEAR PROGRAM					
<u>Subject</u>	<u>Subject</u>	<u>Instruction Hours</u>	<u>Prep Hours</u>	<u>Per Hour</u>	<u>Total Stipend</u>
Debra Persicketti	PK/K	70	18	\$40.00	\$3,520.00
Suzanne Tuttle	PK/K	70	18	\$40.00	\$3,520.00
Cynthia Moultrie	K/1/2	70	18	\$40.00	\$3,520.00
Jillian Garren	3rd/4th	70	18	\$40.00	\$3,520.00
George Maier	5th/6th	70	18	\$40.00	\$3,520.00
Donna Backus	7th/8th	70	18	\$40.00	\$3,520.00
Melissa Lexa	Aide Pre-K	80	0	\$20.00	\$1,600.00

EXTENDED SCHOOL YEAR PROGRAM					
<u>Subject</u>	<u>Subject</u>	<u>Instruction Hours</u>	<u>Prep Hours</u>	<u>Per Hour</u>	<u>Total Stipend</u>
Evelyn Johnson	Aide - K/1/2	80	0	\$20.00	\$1,600.00
Angela Painter	Aide - K/1/2	80	0	\$20.00	\$1,600.00
Erica Scott	Aide - 3/4	80	0	\$20.00	\$1,600.00
Isra Elharden	Aide - 5/6	80	0	\$20.00	\$1,600.00
* Kristen Shute & Addie Shmuel	Speech	57	13.5	\$40.00	\$3,520.00
Total					\$34,240.00

* Speech Services will be split based on caseload and compensatory services needed not to exceed the allotted hours. *

- R. 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.

ELEMENTARY JUMPSTART PROGRAM					
<u>Subject</u>	<u>Subject</u>	<u>Instruction Hours</u>	<u>Prep Hours</u>	<u>Per Hour</u>	<u>Total Stipend</u>
Michele Relation	K/1st	63	17	\$40.00	\$3,200.00
Keri Lyn Cooper	K/1st	63	17	\$40.00	\$3,200.00
Christin Goss	1st/2nd	63	17	\$40.00	\$3,200.00
Laura Pettit	2nd/3rd	63	17	\$40.00	\$3,200.00
Danielle Relation	3rd/4th	63	17	\$40.00	\$3,200.00
Krista Lange	4th/5th	63	17	\$40.00	\$3,200.00
Christina Myers	5th/6th	63	17	\$40.00	\$3,200.00
Lou McCall	Tech	31.5	8.5	\$40.00	\$1,600.00
Tyler Graves	Music	31.5	8.5	\$40.00	\$1,600.00
Mark Broadbelt	Art	31.5	8.5	\$40.00	\$1,600.00
Brian Betz	Inst. Music	31.5	8.5	\$40.00	\$1,600.00
Daniel Condo	Phys. Ed.	31.5	8.5	\$40.00	\$1,600.00
Todd Palmisano	BSI K/1/2	63	17	\$40.00	\$3,200.00
MaryAnn Giannotti	BSI 3-6	63	17	\$40.00	\$3,200.00
Barry Jenkins	Aide	66.5	0	\$20.00	\$1,330.00
Dottie Palmisano	Aide	66.5	0	\$20.00	\$1,330.00
Cheryl Sierocinski	Aide	66.5	0	\$20.00	\$1,330.00
Heather Parks	Aide	66.5	0	\$20.00	\$1,330.00
Marcelina Guzman	Guidance	63	17	\$40.00	\$3,200.00
Janice Esters	Nurse	80	0	\$40.00	\$3,200.00
Total					\$48,520.00

- S. Recommend the approval of the following certified staff members to serve as substitute teachers for Jumpstart or Extended School Year Program.

<u>Staff</u>		<u>Per Hour</u>
Tamara Diodati	Teacher	\$40.00

<u>Staff</u>		<u>Per Hour</u>
Tara Stahl	Teacher	\$40.00
Christina Roberts	Teacher	\$40.00
Maria Phillips	Teacher	\$40.00
Prudence Hanly	Teacher	\$40.00
Mackenzie Dill	Teacher	\$40.00

Informational: Substitutes will be utilized on an as needed basis, and will make the regular contractual rate.

- T. Recommend approval to appoint Mackenzie Dill to serve as an outside substitute teacher for Jumpstart or Extended School Year Program. Ms. Dill will earn \$40.00 per hour. Resume and /or application are on file in the Administration Building.

Informational: Ms. Dill is currently a High School History Teacher at Cumberland County Technical Education Center in Millville, New Jersey.

- U. Recommend approval to accept the resignation with the intent to retire of Billingsport Early childhood Center Second Grade Teacher Colleen Phifer effective June 30, 2023.

Informational: Ms. Phifer has served our district for 34 years.

- V. Recommend approval for the following staff members to receive a stipend to work 15 hours during the summer. They will be conducting vertical and horizontal articulation meetings to plan for the 2023-2024 academic school year. The staff will discuss different strategies and assessments to address the academic deficiencies that occurred throughout the year.

Linda Coleman Devin Bellocchio Lisa Kuhnel Prudence Hanly
 Jacqueline Marcucci Cynthia Moultrie Juliana Calce Cheryl Sierocinski
 Latisha Thomas

Informational: The teachers will receive their contractual rate of \$40.00 per hour and Aides will receive their contractual rate of \$20.00 dollars per hour. The summer work stipend will be funded by the ESSER II grant money.

- W. Recommend approval of Family and Medical Leave Act (FMLA) and New Jersey Family Leave of Absence (NJFLA) and for Staff # 2173 DOH 12/07/2020, with the following terms and conditions.

<u>Dates of Leave</u>	<u>Terms and Conditions of Leave</u>
Thursday July 20, 2023 -- Wednesday, October 11, 2023	FMLA Unpaid with benefits, employee responsible for Chapter 44 health benefit contributions (60) days
Thursday, October 12, 2023 Friday, November 24, 2023	NJFLA Unpaid with benefits, employee for Chapter 44 health benefit contributions (30) days

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

A motion was made by Mrs. Scott and seconded by Mr. Robinson to table Personnel Item X until Mr. Ridinger is able to make a presentation to the Board.

- X. 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 months position that does not include benefits. (**Attachment**)

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

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

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

A motion was made by Mrs. Scott and seconded by Mr. Robinson to approve Staff and Curriculum Development Item A.

- A. Recommend approval for Kristen Shute, Cynthia Moultrie, Jackie Marcucci, Danielle Hertkorn, Shirley Gill, Corey Hoffman, Marcelina Guzman, Melba Moore-Suggs, Jessica Rose Johnson, Chelsea Brown, Christopher Costenbader, Nicole Vitale, Trevon Brooks, Douglas Foglein, Tony Chila, and Brittany Toole to participate in training sessions for Intervention Manager during the summer 2023.

Informational: Intervention Manager is an online application found in LinkIt that supports processes of the Intervention and Referral Services (I&RS) teams. The management system supports the district’s goals of expanding our multi-tier system of supports and response to intervention programming. The training is free. Staff will be reimbursed for their time attending the workshops and will not exceed \$2,000.00. The reimbursement will be funded through the Elementary and Secondary School Emergency Relief Fund (ESSER II).

- B. **Informational:** CORRECTION to April 24, 2024, Board of Education Agenda, *Staff and Curriculum Development*, Item B:

Recommend approval for Paulsboro High School Technology teacher, Noreen DeMarco, to attend the workshop series entitled “CS (Computer Science) Discoveries”. This workshop will take place on Monday, June 26, 2023 – Friday, June 30, 2023, at the College of New Jersey. *The correct dates for this workshop are July 10-14, 2023.*

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

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

Grade	Enrollment - May 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	53	61	70
K	104	101	93	103	90	82	76	81
1	111	86	86	84	86	86	82	71
2	79	85	81	82	79	76	88	73
3	56	60	102	87	83	94	88	97
4	65	70	56	97	81	81	92	82
5	64	58	73	60	97	84	85	92
6	53	84	57	71	58	100	89	81
7	73	68	93	69	71	62	99	91
8	62	81	67	89	66	75	70	100
Self-Contained Special Education Billingsport/Loudenslager*	26	28	20	19	22	17	24	30
Grand Totals	750	787	789	839	821	810	854	868

* 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 – May 15, 2023							
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
9	63	80	93	92	107	102	117	99
10	82	80	78	85	83	101	98	107
11	80	80	65	77	73	75	81	91
12	78	93	84	64	82	84	74	97
TOTAL	303	333	320	318	345	362	370	394

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 May 15, 2023						
Pre-School	12	12	11	12	11	12	
Kindergarten	21	19	21	20			
1	19	18	16	18			
2	19	19	18	18			
3	25	24	24	24			
4	21	21	20	20			
5	24	24	21	20	3		
6	18	20	20	22	1		
Special Education	4	5	11	10			

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

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

A motion was made by Mrs. Lombardo and seconded by Ms. Baylor to approve Instructional Services A - G.

- A. Recommend approval for Charlotte Bish, daughter to Paulsboro High School English Teacher Andrea Bish to attend Paulsboro High School as a Professional Courtesy during the 2023-2024 school year. This student will be in the eleventh-grade class.
- B. Recommend approval for tenth grade student TyQwaun Hodges to attend Paulsboro High School as Courtesy student in the 2023-2024 school year. This student will be in the eleventh grade class for the 2023-2024 school year.
- C. Recommend approval to provide homebound for the following students Grades 9-12:

Case #	Grade:	Hours of Instruction
262966	9	Student was placed on homebound instruction due to medical condition. The student will receive a minimum of 10 hours a week at the rate of \$40/hr. Start date 4/30/23 for the remainder of the year.
270955	9	Student was placed on homebound instruction due to medical condition. The student will receive a minimum of 10 hours a week at the rate of \$40/hr. Start date 4/10/23 until it is no longer warranted.
243317	11	Student was placed on homebound instruction due to medical condition. The student will receive a minimum of 5 hours a week at the rate of \$40/hr. Start date 4/6/23 until 5/3/23

- D. Recommend approval for the following Child Study Team Members to complete evaluations for initial evaluations and re-evaluations of students at a rate of \$300.00 per evaluation for the 2023-2024 school year.

Type of Specialist
School Social Workers

Names of Specialists
Charisse Generette

School Psychologist
School Psychologist
Speech Pathologist
Speech Pathologist

Kayla Kushner
Jessicarose Johnson
Kristin Shute
Addie Shmuel

Informational: The evaluations are needed for the Child Study Team to remain in compliance with the timelines for evaluations/re-evaluations mandated by the Individuals with Disabilities Education Act (IDEA). Funded by local funds not to exceed \$24,000.00.

- E. Recommend approval for teachers and Child Study Team members to attend initial classification and change of placement meetings during the months of July and August. Teachers and team members are paid \$40.00 per hour; meetings are a minimum of one hour in length. Funded by local funds not to exceed \$4,000.00.

Informational: General Education and Special Education Teachers are required by New Jersey code to attend meetings to discuss academic programs. The Child Study Team members are required to review incoming students, new transfers, and Individual Education Plans (IEP's) with parents, team members, administrators, to finalize a placement in and out of district. General Education and Special Education Teachers are required by New Jersey code to attend meetings to discuss academic programs.

- F. Recommend approval for the following Child Study Team members to review Child Study Team folders and IEP direct to follow up with audit findings and ensure all paperwork and IEP software reflects required documents and timelines. Funded by local funds not to exceed \$1,200.00.

School Social Workers
School Psychologist
School Psychologist
Speech Pathologist
Speech Pathologist

Charisse Generette
Kayla Kushner
Jessicarose Johnson
Kristin Shute
Addie Shmuel

Informational: Special Education is driven by New Jersey Administrative Code which includes timelines and required paperwork. The Federal and follow-up audit revealed inconsistencies with our files and IEP software. Additional time following the school year, in the summer, is needed to remediate the issues.

- G. Recommend approval for the following Child Study Team outside consultant to complete additional Learning Evaluations for initial evaluations and re-evaluations of students in June, July and August. Specialists are paid \$350.00 per case for the 2023-2024 school year. Funded by local funds not to exceed \$10,000.00.

<u>Type of Specialist</u>	<u>Names of Specialists</u>
Learning Disability Teacher/Consultant	Karolyn Adams
Learning Disability Teacher/Consultant	Tamar Shelov
Learning Disability Teacher/Consultant	Denise Leaf

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. They have completed these duties for the Paulsboro Public Schools for many years. The evaluations are needed in order for the Child Study Team to remain in compliance with the timelines for evaluations/re-evaluations mandated by the Individuals with Disabilities Education Act (IDEA).

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

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

A motion was made by Mrs. Scott and seconded by Mr. Haynes to approve Student Activities Items A - B.

A. **CORRECTION** to February 27, 2024, Board of Education Agenda, *Student Activities*, Item C:

Recommend approval of the following coach for Paulsboro High School Sports Team for the 2023 Spring Season with a stipend 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.

Mr. Chila should have been placed at Step 2 \$4,600.00 not Step 1 4,300.00

Sports	Name	Stipend	Step
Girls Track & Field Asst. Coach	Antonio Chila	\$4,600.00	2

B. Recommend approval for the Paulsboro Junior / Senior High School Combined Choir to attend a competition trip to Six Flags Great Adventure on Friday, June 2, 2023. Cost to the Board of Education would be for two (2) buses for the day not to exceed \$2,780.00 and coverage for 3 teachers at \$132.00 for 1day = \$396.00

Informational: The purpose of this trip is to give the students the experience of performing in front of audiences outside their home concert situation. We expect to listen to several other choirs, as well as compete for a rating in front of judges. The day is a competition at Toms River High School North, followed by a day at Six Flags with an awards ceremony in the park in the late afternoon. Competition trips are standard performance opportunities for many musical organizations throughout the United States. Paulsboro High School's choir last attended one in 2013. Mr. Krasting wishes to make this a yearly experience going forward. Besides the competition, trips such as this provide camaraderie, confidence building, teamwork, and pride in the group and its accomplishments.

Cost to students: \$69.00 festival fee, plus individual food purchases that day. We have already had one fundraiser this year and are currently conducting a second one to help defray the cost for the students.

C. **Informational** – Reports of the Winter Season Sports Team

The following reports of the Winter Season Sports Teams are attached for review by members of the Board of Education (**Attachment**):

Middle School Girls Basketball

Roll Call Vote:

Michelle Baylor, Theresa Cooper, Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, Danielle Scott, and Greenwich Township Representative Roseanne Lombardo (abstained)

MOTION 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.

May 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 Mrs. Scott 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
Greater Paulsboro Chamber of Commerce	4 th of July Parade 8:00am-12:00noon Tuesday, July 4, 2023	Paulsboro High School	Judy MacKenzie

Roll

Call

Vote:

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

MOTION UNANIMOUSLY PASSED

FACILITIES B - C: The Greenwich Township Representative may not vote on items in this section of the agenda.

A motion was made by Mr. Haynes and seconded by Ms. Evans to approve Facilities Items B – C.

- B. Recommend authorization for the Superintendent to approve the following organizations to use school facilities as listed for the 2022-2023 and 2023-2024 school year. This recommendation is contingent on each group filing the appropriate request and verification of insurance.

Organization/ Person	Activity	Facility	Contact
Paulsboro Youth Basketball	Basketball Workouts and Cheer Practice June 1-8, 2023 6pm – 8pm Monday – Thursday	Loudenslager Elementary School	Erica Scott

Organization/ Person	Activity	Facility	Contact
	June 8-August 31, 2023 12-3pm		
Paulsboro Police Department	Junior Police Department 8am-3pm Monday - Friday July 17-July 21, 2023 July 24-July 28, 2023	Loudenslager Elementary School	Ptl. Pierce

- C. Recommend approval to submit an application for Alternate Toilet Room Facilities at Billingsport Early Childhood Center for Kindergarten classrooms 2023-2024 school year pursuant to NJAC 6A:26-6.3 (h) 4.ii,iii.

Informational: Prekindergarten and kindergarten classrooms must include a toilet room. A school district may elect to use the alternate method of compliance with NJAC 6A:26-6.3(h) 4.ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom. Billingsport Early Childhood Center was designed to include enough classrooms with toilet rooms to meet this requirement. With the addition of one section of Kindergarten, there will be one room without an internal toilet room. The Executive County School Business Administrator will inspect the building prior to approving the waiver. The district has used the waiver approach for a number of years.

Roll Call Vote:

Michelle Baylor, Theresa Cooper (abstained B), Kyana Evans, Lawrence Haynes, Sr., Joseph Lisa, Markee Robinson, and Danielle Scott (abstained B)

MOTION PASSED

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

A motion was made by Mrs. Lombardo and seconded by Ms. Baylor to approve Finance Items A – F.

- A. 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 and the vendor estimates a profit of \$34,761.50 to the District for the school year.

Informational: 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. (**Attachment**)

- B. **Recommend approval to increase the Capital Reserve account.**

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 **\$1,000,000** may be available for such purpose of establishing a capital reserve account as of June 30, 2023 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.

Informational: The district has established a capital reserve account going back to March 30, 2020 in the amount of \$154,992. On August 25, 2021 the Board approved increasing the capital reserve account to \$500,000. Funds placed in the capital reserve account are restricted to capital projects listed in the District's approved Long-Range Facilities Plan.

- C. **Recommend approval to enter an agreement with Gloucester County Special Services School District to provide MVC On-line Customer Abstract Information Retrieval.** The service is provided for the 2023-2024 school year at an annual cost of \$50.00 and will be paid from local funds.

Informational: Gloucester County Special Services School District (GCSSSD) provided motor vehicle abstracts for eligible District staff obtained through the NJMVC On-line Customer Abstract Information Retrieval System.

- D. **Recommend approval to participate in the 2023 Summer Food Service Program.** The District will provide free grab and go breakfasts and lunches to students from June 19, 2023 through July 27, 2023 with the exception of Fridays when the program does not operate.

Informational: N.J.S.A.18A:33-24 through N.J.S.A.18A:33-26 requires that every school district in which 50% or more of the enrolled students eligible for free or reduced-price meals under the National School Lunch Program in the preceding school year shall become a sponsor or site in the Summer Food Service Program (SFSP) in summer 2020. In accordance with the above mentioned free and reduced-price eligibility requirement, Paulsboro Public Schools are required to participate in the SFSP 2023.

- E. Recommend approval the renewal of an agreement with Bollinger Specialty Group to provide student accident coverage for the period July 1, 2023-June 30, 2024, which is a continuance of coverage with provider to Mutual of Omaha with a premium of \$30,925.00.

Informational: This is the second year of a 2 year rate guarantee. There was reduction in cost of \$6,511.00 or 17.4% the premium last year.

- F. Recommend approval to submit the Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant (SCG).

Informational: The BSCA-SCG is a competitive grant program for districts categorized as "high-need", to create safer and healthier learning environments. Allowable activities funded under this grant include, but are not limited to, those that promote safety and belonging, are trauma responsive and teach positive behavior responses to establish a learning environment that improves the academic achievement and well-being of students. The project period is for 25 months and based on funding will begin September 1, 2023, and end on September 30, 2025.

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

FINANCE G - H: The Greenwich Township Representative may not vote on items in this section of the agenda.

A motion was made by Mrs. Cooper and seconded by Mr. Haynes to approve Finance Items G – H.

- G. Recommended approval to accept the donation of the Seed Sowing Time Project through anonymous donors through donorschoose.org. The donated items include seeds and gardening supplies to be used as part of the Agricultural Program at Loudenslager Elementary School. These Items are worth approximately \$100.00.

Informational: DonorsChoose.org is a non-profit organization that allows individuals to donate directly to public school classroom projects in the United States. This item was requested by Loudenslager STEAM Teacher Mrs. Rebecca Richardson.

- H. Recommended approval to accept the donation of the Support A Vegetable Garden Project through anonymous donors through donorschoose.org. The donated items include Vegetable Cages, Vertical Planters, and a Moisture Test Kit to be used as part of the Agricultural Program at Loudenslager Elementary School. These Items are worth approximately \$150.00.

Informational: DonorsChoose.org is a non-profit organization that allows individuals to donate directly to public school classroom projects in the United States. This item was requested by Loudenslager STEAM Teacher Mrs. Rebecca Richardson.

Roll Call Vote:

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

MOTION UNANIMOUSLY PASSED

I. 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
Year to Date	\$641,648.53	\$568,117.51	\$73,531.00

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
Year to Date	66,162	99,792	165,954

SCHOOL SAFETY:

- A. Informational: Report of School Security Drills

Report of Paulsboro Public Schools Security Drills				
Type of Drill	Notation	Schools		
		Paulsboro Junior / Senior High	Loudenslager Elementary	Billingsport Early Childhood Center
Fire Evacuation	Each school must conduct one per month	09/29/2022 11/29/2022 12/21/2022 01/31/2023 03/28/2023 04/24/2023	09/09/2022 10/11/2022 11/28/2022 12/21/2022 01/27/2023 02/08/2023 03/21/2023 04/14/2023	09/09/2022 10/06/2022 11/07/2022 12/08/2022 01/05/2023 02/09/2023 03/21/2023 04/13/2023
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
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	09/21/2022 11/14/2022 12/16/2022	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	
Other Drills				
Bus Evacuation	School District (Annually)	11/02/2022		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 10/30/2022 11/30/2022 12/21/2022 01/30/2023 02/28/2023 03/30/2023 04/27/2023	09/30/2022 10/30/2022 11/30/2022 12/21/2022 01/30/2023 02/28/2023 03/30/2023 04/27/2023	09/30/2022 10/30/2022 11/30/2022 12/21/2022 01/30/2023 02/28/2023 03/30/2023 04/27/2023

*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.



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 9:53 pm.

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink, appearing to read "Annette Capp", is written over the printed name.

BOARD SECRETARY