

PAULSBORO PUBLIC SCHOOLS

Board of Education Meeting
PAULSBORO, NEW JERSEY

AGENDA

MONDAY, MAY 23, 2022

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

There will be no remote or Zoom access to this meeting. Members of the public who wish to attend will need to follow all COVID-19 protocols upon entry.

6:00 p.m.

Board of Education Executive Session

7:00 p.m.

Board of Education Meeting

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

MISSION STATEMENT

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

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, June 23, 2021 and Wednesday, September 8, 2021 for the change of February 21, 2022 Meeting to February 22, 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 Meeting on August 25, 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

Robert Davis, Marvin E. Hamilton, Joseph Lisa, Markee Robinson, Danielle Scott, Tyesha Scott and Greenwich Township Representative Roseanne Lombardo

EXECUTIVE SESSION

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

PLEDGE OF ALLEGIANCE

PRESENTATIONS –

1. Honoring the following teachers upon their selection as **GOVERNOR’S TEACHER RECOGNITION AWARD** recipients for 2020, 2021 and 2022.

2020	
Billingsport Early Childhood Center	Noreen DeMarco
Loudenslager Elementary School	Krista Lange
Paulsboro Junior High School	Jenny Hunt
Paulsboro High School	Holly Klein
2021	
Billingsport Early Childhood Center	Triana Hernandez
Loudenslager Elementary School	Shirley Gill
Paulsboro Junior High School	John Marcucci
Paulsboro High School	Andrea Bish
2022	
Billingsport Early Childhood Center	Cynthia Moultrie
Loudenslager Elementary School	Monica Moore-Cook
Paulsboro Junior High School	Donna Backus
Paulsboro High School	Erica Haase

Informational: 2020-2022 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.

2. Honoring the following educators upon their selection as **GOVERNOR’S EDUCATIONAL SERVICES PROFESSIONAL AWARD** recipients.

2020	
Billingsport Early Childhood Center	Maryann Costa
Loudenslager Elementary School	Charisse Generette
2021	
Billingsport Early Childhood Center	Janice Esters
Loudenslager Elementary School	Samantha Strube
Paulsboro Junior / Senior High	Mary Porter
2022	
Loudenslager Elementary School	Addie Shmuel

Informational: 2020-2022 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.

3. Honoring the following educators upon their **25 YEARS OF SERVICE** recipients from 2020 to 2022.

2019-2020	
Aaron Krasting	Mary Ann Costa
2020-2021	
Bonnie McHale	Margaret LaDue
Stephen Smeresky	Kelly Kovalesky

2021-2022
None this school year.

4. Honoring the following staff members upon their **RETIREMENT.**

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Nicole Beaman	Susan Howard	Nancy O'Brien
Lisa Capasso	Vincent Giovannitti	Glenn Howard
Judy Hathaway	Susan Addes	Susan Piccione
Gina Mariano	Ann Giovannitti	Margaret LaDue
Karen Minniti	Beth Ann Walsh	Anthony DellaVecchia
Irene Riddell	Karen Dutton	JoAnne Limanni Gayeski
Wendy Stocker	Leone Brennan	Judith Butler
Mary Bailey	Kathleen Brown	William Tuff
Donna Alestra	Charles Brown	
Marleen Martini	Wayne Farrow	

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:

1. Email from Board of Education member Elizabeth Reilly resigning from the Board of Education effective May 10, 2022. (**Attachment**)
2. Letter from Board of Education member Crystal Henderson resigning from the Board of Education effective May 12, 2022. (**Attachment**)

RECOMMEND APPROVAL TO ACCEPT THESE RESIGNATIONS.

Informational: The Board of Education must appoint a replacement for Ms. Reilly and Mrs. Henderson within 65 days. Please find attached a copy of Paulsboro Board of Education Bylaw Number 0143 – Board Member Election and Appointments. (**Attachment**)

NEW BUSINESS

A. NOVEMBER 2022 ELECTION - OFFICES OPEN FOR GENERAL ELECTION

<u>Term of Office</u>	<u>Incumbents</u>
Three (3) three year terms	Marvin E. Hamilton, Sr. Robert Davis Theresa Cooper * Open Seat for Elizabeth Reilly Open Seat for Crystal Henderson

* Contingent on completion of all required paperwork and the Criminal History Background Review. Paulsboro Board of Education Bylaw Number 0141 – Board Member Number and Term (**Attachment**)

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 25, 2022.

OLD BUSINESS: - None at this time

PENDING ITEMS: - None at this time.

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 2020-2021 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 27, 2022 meeting of the Board of Education. The Board will then approve the Self-Evaluation at the June 27, 2022 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 27, 2022 agenda for review by the Board of Education.

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

NEXT MEETINGS OF THE BOARD OF EDUCATION

Regular Meeting

**Monday, June 27, 2022 at
7:00p.m. in the
Paulsboro High School Auditorium**

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

MOTION TO ADJOURN

REPORT OF THE BOARD SECRETARY/BUSINESS ADMINISTRATOR

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

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

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

Regular Meeting	March 28, 2022
Executive Meeting	March 28, 2022
Regular Meeting	April 25, 2022
Executive Meeting	April 25, 2022

B. 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.

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 - O: 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.

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 substitute teachers in order for them to work within the district.

C. Recommend approval to grant the Superintendent authority to use a Letter of Intent to hire staff, as needed, prior to the Monday, June 27, 2022 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, 2022 – June 30, 2023 at salary of \$138,051.00.

Informational: The Executive County Superintendent of Schools Mrs. Ave Altersitz approved the contract for Mrs. Coppin. Mrs. Altersitz reviewed the July 1, 2022 through June 30, 2023 employment contract for Anisah Coppin, School Business Administrator, in accordance with N.J.S.A. 18A:7-8 U, and has determined that the contract is in compliance with the standards as adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon her review, she has determined that the provisions of the contract subject to her review pursuant to N.J.A.C. 6A:23A-3.1 are in compliance with applicable laws and regulations.

- E. Recommend approval to appoint Michael Robinson to the nonunion position of Night Custodial Foreman for the remainder of the 2021-2022 and the 2022-2023 school year. Mr. Robinson will earn prorated \$44,000.00 for the remainder of the 2021-2022 and will earn \$44, 000.00 for the 2022-2023 School Year.

Informational: Interviews were conducted by Business Administrator Anisah Coppin and the Director of Facilities John Swanson. Resume and / or application are on file in the Administration Building.

- F. Recommend approval for Part Time Helpdesk Technician Norman Scott to work additional hours during July and August 2022. Mr. Scott will work 29 hours per week at \$20.00 per hour. The maximum stipend for the Part Time Helpdesk Technicians will be 29 hours x \$20.00 / hour x 8 weeks x 2 employees = \$4,640.00. This is a part-time position that do not include benefits. Account # 20-483-200-100 (ESSER II Tech Support)

Informational: The Part Time Helpdesk Technician will assist with Summer Programming technical support, configuring promethean panels, deploying new computers, power washing each Chrome book, inventory, distribution, assisting teachers with first level support.

- G. Recommend approval for Lucinda Quint, RN to serve as a Substitute School Nurse on an as needed basis during the 2022-2023 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.

- H. Recommend approval for Rowan University Clinical Student, Lucas Taylor to complete his Full Year Clinical Practice I & II with Paulsboro High School English Teacher Amy Bria during the 2022-2023 school year.

Placements will be the following:

Clinical Practice I Elementary, Fall 2022, September 6, 2022 through December 14, 2022.
Clinical Practice II Elementary, Spring 2023, January 17, 2023 through May 5, 2023.

Informational: During Clinical Practice also known as Student Teaching, the college students will observe in the classroom then gradually assume all of the duties of the cooperating teacher. A university supervisor will make a number of formal visits to the classroom in order to evaluate the student teacher and consult with the cooperating teacher.

- I. Recommend approval to accept the resignation of Paulsboro High School Physical Education Teacher Joseph Duca effective June 30, 2022.

Informational: Mr. Duca has served our district for 7 years.

- J. Recommend approval to reappoint Director of Facilities John Swanson to the nonunion position for the 2022-2023 school year effective July 1, 2022. Mr. Swanson will earn \$97,945.00.

Informational: Mr. Swanson has over 25 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.

- K. Recommend approval to reappoint non-tenure Supervisor of Curriculum and Instruction Kristen Reid to this position for the 2022-2023 school year effective July 1, 2022. Ms. Reid will earn \$95,883.00 per the Paulsboro Administrators Association (PAA) contract.

Informational: Ms. Reid has over 20 years of experience and started with Paulsboro Public Schools on November 1, 2021. This 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.

- L. Recommend approval to reappoint non-tenure Director of District Student Personnel Paul Sommers to this position for the 2022-2023 school year effective July 1, 2022. Mr. Sommers will earn \$93,821.00 per the Paulsboro Administrators Association (PAA) contract.

Informational: Mr. Sommers has over 10 years of experience and started with Paulsboro Public Schools on November 15, 2021. This 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.

- M. Recommend approval to reappoint Lisa Capasso for the 2022-2023 school year to the position of Part Time Business Office Secretary. Ms. Capasso will work 20 hours per week at \$26.00 per hour. This is a part-time position for 12 months that does not include benefits.

Informational: Mrs. Capasso is a part-time employee; however, the District did not budget for a full-time replacement. Mrs. Capasso served in the same position during the 2021 – 2022 school year. Mrs. Capasso provides key support to the Business Office. She is responsible for recording all cash receipts, approving purchase orders (along with the Business Administrator), processing vendor payments, and various other miscellaneous business office functions. Without her assistance, the District would not be able to manage many of its financial responsibilities. The Executive County Business Official has noted that the District's Business Office is understaff; and therefore hampering its ability to meet compliance and financial obligations timely.

- N. Recommend approval of a Family Medical Leave of Absence (FLMA) for Staff #331 DOH 09/01/2004, with the following terms and conditions:

Dates of Leave

Wednesday, April 27, 2022 – Friday, June 10, 2022

Terms and Conditions of Leave

By use of sick and personal leave
(32 days)

- O. Recommend approval for the following job description:

1. Transportation Clerk (**Attachment**)

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

- P. Recommend approval to reappoint Jacqueline Marcucci to continue in the position of Basic Skills Teacher at Billingsport Early Childhood Center for the 2022-2023 school year. Mrs. Marcucci's start date was April 26, 2022. She will remain at the same step for the 2022-2023 school year, BA Step N - \$76,819.00 as per agreement with the Paulsboro Education Association.

Informational: Ms. Marcucci has over 20 years of experience. For the past two years, she has worked as a Reading Interventionist / Gifted and Talented Teacher.

- Q. Recommend approval to reappoint Tracey Scott to the position of Billingsport Early Childhood Center School Nurse for the 2022-2023 school year. Mrs. Scott's start date was March 29, 2022. She will remain at the same step for the 2022-2023 school year, MA – Step O - \$87,294.00 as per agreement with the Paulsboro Education Association. (**Attachments**)

Informational: Ms. Scott has over 30 years of experience. The Executive County Superintendent Ave Altersitz has careful review of the documents that were sent to the county office that showed the districts comprehensive attempts to fill a critical nurse position. This position will help ensure that the students' medical needs are met and will ensure the safety of the students in an emergency. Mrs. Altersitz has approved the hiring of a relative of Board members as per the district's Nepotism policy and in accordance with NJ.AC 6A:23A-6.2(a)2.ii.

- R. Recommend approval for Rowan University Clinical Student, Alli Horn to complete her Full Year Clinical Practice I & II with Billingsport Early Childhood Center Kindergarten Teacher Judy Toscano and Billingsport Early Childhood Center Special Education Inclusion Teacher Cynthia Moultrie during the 2022-2023 school year.

Placements will be the following:

Clinical Practice I Elementary, Fall 2022, September 6, 2022 through December 14, 2022.

Clinical Practice II Elementary, Spring 2023, January 2, 2023 through May 5, 2023.

Informational: During Clinical Practice also known as Student Teaching, the college students will observe in the classroom then gradually assume all of the duties of the cooperating teacher. A university supervisor will make a number of formal visits to the classroom in order to evaluate the student teacher and consult with the cooperating teacher.

- S. Recommend approval to appoint Latisha Thomas to the position of Billingsport Early Childhood Center Master Teacher for the 2022-2023 school year. Ms. Thomas will earn Step M – MA - \$74,109.00 as per agreement with the Paulsboro Education Association. This recommendation is contingent on successful completion of a criminal history background review.

Informational: Ms. Thomas has 8 years' experience and is presently a preschool Master Teacher. Interviews were conducted and references checked by Billingsport Early Childhood Center Principal, Tina Morris, Loudenslager Elementary School Principal Matthew Browne and Supervisor of Curriculum & Instruction Kristen Reid. Resume and /or application are on file in the Administration Building.

- T. Recommend approval for a Temple University Graduate Student Dionne Smith to do her practicum (4/5 days a week) in Speech-Language Pathology with Speech Correction / Language Specialist Kristin Shute in the Paulsboro Public Schools. Ms. Smith will have completed 1st level rotations at the Temple University Speech-Language Center.

The Paulsboro Public Schools has a Student Affiliation Agreement with Temple to accept student teachers, practicum students and other students completing field experiences from Temple University for the period of October 29, 2019 – October 29, 2022. Prior to a student working in the district, the administration will seek approval from the Board of Education. This recommendation is pending successful completion of the Criminal History Background Review.

Informational: Placement requested for the Speech Language Field Practicum is September 6, 2022 – December 2, 2022. Temple's Office of Risk Management will issue a Certification of Insurance Liability verifying coverage for the student once the placement has been approved.

- U. Recommend approval to appoint Mijuan Daniels to the position of Playground/Cafeteria Aide at Loudenslager Elementary School for the 2021 - 2022 school year at a rate of \$13.00 per hour for 2 hour per day on those days that lunch is served. This recommendation is contingent on the successful completion of a criminal history background review. Resume and / or application are on file in the Administration Building.

- V. Recommend approval to appoint Angela Ramos to the position of Playground/Cafeteria Aide at Loudenslager Elementary School for the 2021 - 2022 School Year at a rate of \$13.00 per hour for 2 hour per day on those days that lunch is served. This recommendation is contingent on the successful completion of a criminal history background review. Resume and / or application are on file in the Administration Building.

- W. Recommend approval for Cafeteria Worker Linda Brandt to work in the Summer Foods Program from June 27, 2022 through August 3, 2022. Ms. Brandt will earn \$19.15 per hour (her normal rate for the 2021-2022 school year) for 20 hours per week.

Informational: Ms. Brandt is the only Paulsboro Public Schools employee still employed. All other workers in the summer program are employees of Nutri-Serve (district food service provider).

- X. Request approval of the following salary to be paid for through Federal Elementary and Secondary Education Act (ESEA)/Title I funds for the 2021-2022 school year.

<u>Teacher</u>	<u>% of</u>	<u>ESEA Salary</u>	<u>Account #</u>
Cynthia Moultrie (Billingsport)	100%	\$52,083.00	20-231-100-100

Informational: An amendment was submitted to, and approved by, the State of New Jersey Department of Education in April 2022, which included a change in funding percent for this staff member. Ms. Moultrie is currently employed by the Paulsboro Public School District and 10% of her salary was originally supported by this grant.

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

- A. Recommend approval for Paulsboro High School Advanced Placement Calculus teacher, Shamima Nasrin to attend the Advanced Placement Summer Institute at Camden County College from August 1 – August 4, 2022.

Informational: Camden County College (CCC), in partnership with the Middle States Regional Office of the CollegeBoard is offering an Advanced Placement (AP) Summer Institute in an effort to provide high-quality professional development opportunities to AP and Pre-AP teachers. The content-rich training is designed to strengthen how staff teach their AP courses. During the Summer Institute, participants will explore curricular requirements, develop course and lesson plans, examine and create formative and summative assessments aligned to the AP exam, identify student strengths and weaknesses using data, and explore strategies, instructional materials, and pedagogical tools pertinent to the content and skills required for success in AP Calculus. The cost for this workshop will be paid for through both local and grant funds.

- B. Recommend approval for the Business Administrator Anisah Coppin to attend the New Jersey Association of School Business Officials (NJASBO) Annual Conference per her contract that will be held in Atlantic City from June 7 – June 10, 2022.

Informational: The NJASBO Annual Conference consists of four days of presentations and activities to assist School Business Leaders in managing their schools and school districts. Workshop topics will include, but are not limited to, policy updates, top facility requirements, capital project financing, school wellness programs and negotiations. The total cost to the Board of Education will not exceed \$900.00.

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

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

Grade	Enrollment - May 15, 2022						
	2016	2017	2018	2019	2020	2021	2022
Pre- School Age 3 & 4	57	66	61	78	88	53	61
K	104	101	93	103	90	82	76
1	111	86	86	84	86	86	82
2	79	85	81	82	79	76	88
3	56	60	102	87	83	94	88
4	65	70	56	97	81	81	92
5	64	58	73	60	97	84	85
6	53	84	57	71	58	100	89

Grade	Enrollment - May 15, 2022						
	2016	2017	2018	2019	2020	2021	2022
7	73	68	93	69	71	62	99
8	62	81	67	89	66	75	70
Self-Contained Special Education Billingsport/Loudenslager*	26	28	20	19	22	17	24
Grand Totals	750	787	789	839	821	810	854

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

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, 2022					
Pre-School	11	11	11	10	9	9
Kindergarten	19	19	19	19		
1	21	21	20	20		
2	23	19	23	20		
3	21	22	22	23		
4	23	25	21	23	2	
5	21	21	21	21	1	
6	22	21	22	22	2	
Special Education		6	9	9		

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

- A. Recommend approval of the Nurses’ Standing Orders for the 2022-2023 school year. This recommendation is contingent on School Physician David Koerner, MD giving final approval. (**Attachment**)

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

- B. 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 2022-2023 school year.

<u>Type of Specialist</u>	<u>Names of Specialists</u>
School Social Workers	Charisse Generette
School Social Workers	Renee Smallwood-Thigpen
School Psychologist	Ashley Higginbotham
School Psychologist	Jessicarose Johnson
Speech Pathologist	Kristin Shute
Speech Pathologist	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). Account number 11-000-219-104-052 not to exceed \$13,600.00.

- C. Recommend approval for teachers and Child Study Team members approved 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. Not to exceed \$3,040.00. (Budget Account #11-000-219-104-00-053)

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.

- D. Recommend approval for Kamari Dixon to attend Paulsboro High School as a Courtesy Student for the 2022-2023 school year. Kemari will be a 9th grade student in the 2022-2023 school year.

Informational: Transportation to and from school is the responsibility of the parents. Choice seats may become available in the 2023-2024 school year as students graduate from our program. Application for a choice seat in the 2023-2024 school year will be made by the family by December 2022.

- E. 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 2022-2023 school year. Budget Account #11-000-219-104-00-053 - Not to exceed \$8,400.00.

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

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 and Ms. Shelov has 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).

- F. Recommend approval for Learning Disability Teacher/Consultant Karolyn Adams to attended initial classification and change of placement meetings during the months of June, July and August. Ms. Adams will earn \$40.00 per hour. Meetings will be a minimum of one hour in length. Budget Account #11-000-219-104-00-053 - Not to exceed \$960.00.

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.

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

- G. Recommended approval for the JOY Making A Difference Program to conduct a Summer Enrichment Program at Loudenslager Elementary School for grades 3 - 6 during the months of June and July. Loudenslager Grade 5 Teacher David Denelsbeck and Loudenslager Elementary School Principal Matthew Browne will serve as the Site Coordinator for this program.

Informational: The JOY Making A Difference Program collaborates on a 21st Century Learning Grant with the Paulsboro Public School District. As part of this grant, it is required that the program operates a summer enrichment program for up to 30 students. The JOY Summer Program will have a project based learning and community service focus.

- H. Recommend approval to provide homebound instruction for the following students Grades PK-8:

Case #	Grade:	Hours of Instruction
301750	04	Student was placed on Medical Home Instruction. This student will receive Home Instruction from Learn Well Education through Education Inc. Student received Instruction for a minimum of 10 hours a week at a rate of \$46.00 per hour of instruction. Start date was 3/9/2022.

Informational: The Paulsboro Public School district is currently working with the Gloucester County Special Services School District (GCSSSD) to provide one-to-one supplemental instruction to eligible McKinney-Vento (MCKV) students. The GCSSSD MCKV Education Program is federally funded and serves children in Gloucester County. The tutoring provided supplements classroom instruction in math, language arts and other subject areas, as needed. There is no cost to the district for this service.

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

- A. Recommend approval for Loudenslager Elementary School to hold a 6th Grade Dance on Wednesday, June 1, 2022.

Informational: Loudenslager Elementary School has traditionally held a casual dance for the 6th Grade students at the conclusion of the school year. This event will be held in the Loudenslager All-Purpose Room and will be organized and chaperoned by teachers: Thomas Richardson, Gianna Lombardi, Jennifer Hoffman, Corey Hoffman, Toni Howard, Tamara Diodati, Rebecca Richardson and Loudenslager Principal Matthew Browne.

- B. Recommend approval for Loudenslager Elementary School to host its National Elementary Honor Society Induction Ceremony on Thursday, June 2, 2022.

Informational: The Loudenslager Elementary Honor Society recognizes 5th & 6th Grade students who meet the national criteria for both academics and leadership. This year's program will be held in the Loudenslager All-Purpose Room Loudenslager Elementary School. This program will be led by Loudenslager Principal Matthew Browne.

- C. Recommend approval for Loudenslager Elementary School to hold an Academic Awards Ceremony on Thursday, June 9, 2022.

Informational: Loudenslager Elementary School has a tradition of holding an awards ceremony at the conclusion of each school each year to celebrate the academic accomplishments of its students. This awards ceremony recognizes students for excellence in the subjects Mathematics, Science, Social Studies, Writing, Spelling, and Language Arts as well and will acknowledge students for their improvement or character traits. This program will be coordinated by Loudenslager Principal Matthew Browne with the assistance of every teacher at Loudenslager Elementary School.

- D. Recommend approval to utilize Virtua's Pediatric Mobile Van for the 2022-2023 school year. The fully-equipped program on wheels offers a range of services, including dental and developmental screenings, blood lead level testing, lead poisoning education, flu shots, back-to-school physicals, vision and hearing screenings, health education, community resources, and referrals to specialized services. They also provide the Flu vaccine. Below are the dates the Mobile Van can provide services for the Billingsport Early Childhood Center students.

Hearing and Vision

- November 4, 2022
- November 18, 2022
- December 2, 2022

- December 9, 2022
- December 16, 2022

Dental

- January 12, 2023
- February 9, 2023
- February 16, 2023

Informational: Billingsport Early Childhood Center is scheduling the next school year to secure the dates for services with Virtua’s Pediatric Mobile Van. Virtua's Pediatric Mobile Services provides children from infancy to age six in underserved communities throughout South Jersey with health services they need. These services are free. The van and services are completely powered by Virtua’s Philanthropic Partners.

- E. Recommend approval for Loudenslager Elementary School to host New Jersey State Mounted Police Unit with Trooper Sergeant First Class William Donahue on Monday, June 6, 2022.

Informational: Sergeant Donahue is a member of the New Jersey State Police Mounted Unit and will be presenting to the students about the roles and responsibilities of the mounted police unit and will provide our students with the opportunity to see a police horse up close. This program was coordinated by Loudenslager 3rd Grade Teacher Christina Roberts.

F. **Informational: Virtual Visit-Head Start**

The Billingsport Early Childhood Center Principal, Kindergarten Teachers and Staff hosted a virtual classroom visit for the students that attend the Paulsboro Head Start Preschool program. The teachers prepared a video that displayed a typical day in kindergarten. We also provided a health and registration segment. The students, staff and parents seem to enjoy the question and answer time. The visit was held on Thursday, May 12, 2022. We are excited to have our new friends join our school in September 2022.

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

- A. Recommend approval of a second reading and final adoption of the following Board of Education Policies: (**Attachments**)

Policy Number	Title
2622	Student Assessment
5541	Anti-Hazing

Informational: Paulsboro Board of Education has a contract with Strauss Esmay to provide us throughout the year with new and revised Policy and Regulation Guides to be in compliance with new and/or revised laws, statutes, and codes.

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 2022 Board Update

ROD Grant. No changes since March report.

ESIP Energy Savings Improvement Program. The RFP, request for proposals for an ESCO, Energy Service Company was approved by the Board of Public Utilities and was advertised on May 1. A mandatory preproposal meeting and facilities walk through was conducted on May 12th. Although there were numerous inquiries about the RFP, there was only one vendor that attended the meeting and completed the walk through; Schneider Electric. They expressed an interest in completing the process and submitting a proposal for the June 10th deadline. Upon receipt, it will be reviewed for possible Board recommendation at the June meeting.

Summer 2022 Projects (ESSER II funds approved at March meeting) Work will be able to begin on the interior spaces during the summer and will be completed as exterior units are received. All equipment has been ordered. Due to supply chain delays of 8 to 26 weeks, some units may have to be installed on non-student school days in the fall. The following is a current equipment delivery schedule:

High School

4 Rooftops 2- Gym / 2- Auditorium (24 weeks)
3- Ductless split systems 1- IT room 1- server room 1- conference room ALL in the same area. (11 weeks)
1- Blower coil with DX Nurse area (13 weeks)
1- AHU Kitchen/Cafeteria (17 weeks)
2- Cabinet heaters GYM (20 weeks)
4- ZOO fans GYM (10 weeks)

Loudenslager

1- PTAC unit STEAM office small room (8 weeks)
2- DSS 1- Nurse area 1- IT room (12 weeks)
2- UV's STEAM classroom (20 weeks)

Billingsport

1- PTAC unit STEAM sm office (8 weeks)
1- DSS RM 208 IT room (12 weeks)
1- RTU Principals area (26 weeks)
2- UV's STEAM classroom (20 weeks)

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

- A. Recommend authorization for the Superintendent to approve the following organizations to use school facilities as listed for the 2021-2022 school year. This recommendation is

contingent on each group filing the appropriate request and verification of insurance and does not conflict with District's use of the facility for Paulsboro Public Schools events.

ORGANIZATION/ PERSON	ACTIVITY	FACILITY	CONTACT
Paulsboro Recreation Committee	Juneteenth Celebration 10:00-4:00 Saturday, June 18, 2022.	Loudenslager Elementary School Grounds	Eric DiTonno

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

- B. Recommend approval to submit applications to the county to Request to Establish a Special Education Program or Service. This application is for two new multiple disabilities classrooms. One will be located at in Billingsport Early Childhood Center and the other will be at Loudenslager Elementary School. This will allow the district to provide programs within the students' home schools that will allow for integration with their general education peers and provide for the least restrict environment.

Informational: The Applications for the new special education classrooms will be submitted to the County for approval before June 30, 2022. This will also save the district on out of district tuition and transportation for each student. These classrooms and associated staff were submitted and approved within our 2022-2023 budget.

- C. Recommend approval to submit applications to the county for Change of Use of Education Space for 2022-2023 School year. This application will be for two new multiple disabilities classrooms that will require changes made to Billingsport Early Childhood Center and at Loudenslager Elementary School.
- D. Recommend approval to submit an applications for Alternate Toilet Room Facilities at Billingsport Early Childhood Center for Kindergarten classrooms 2022-2023 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.

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

- A. Recommend approval of the attached "Indemnity and Trust Agreement" between School Health Insurance Fund (SHIF) and the Paulsboro Board of Education. (**Attachment**)
- B. Recommend approval of the attached **Resolution No.: 05-23-22-001** to renew Schools Health Insurance Fund (SHIF) with the Paulsboro Board of Education. (**Attachment**)
- C. Recommend approval to participate in the 2022 Summer Food Service Program. The District will provide free grab and go breakfasts and lunches to students from June 27, 2022 through August 3, 2022 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 2022.

On April 14, 2022, the district was notified that its application to participate in the 2022 Summer Food Service Program had been approved. The district is now eligible for up to \$44,367.75 for the summer foods program.

Grab and Go breakfasts and lunches will now be served on Mondays thru Thursday (closed on Friday) at Billingsport Early Childhood Center and Paulsboro High School between 8:00 AM to 9:00 am for breakfast and 12:00pm to 1:00 PM for lunch. The program will begin on June 27, 2022 and end on August 3, 2023. All meals will be provided by the District’s Food Service Management Company, Nutri-Serve. Request for proposals were sent to New Jersey based food service vendors, and Nutri-Serve was the only vendor to respond.

- D. Recommend approval of the addendum to extend the food service contract between the Paulsboro Board of Education and Nutri-Serve School Food Service Management, Inc. of Bridgeton, New Jersey for the 2022 - 2023 school year. The management fee will be \$42,562.00.

Informational: The food service contract was bid during the 2018 - 2019 school year and can be extended over the next five years without obtaining bids/quotes provided the increase is no higher than the current Consumer Price Index (CPI) applied to the base year fee which was \$40,500.00.

Contract Amount Base Year 2018 - 2019	\$40,500.00
2.0% CPI Increase on 2018 - 2019 Base	<u>\$ 810.00</u>
Contract Amount for 2019 - 2020	\$41,310.00
2.0% CPA Increase on 2018 - 2019 Base	<u>\$ 810.00</u>
Contract Amount for 2020 - 2021	\$42,120.00
1.0% CPA Increase on 2018 - 2019 Base	<u>\$ 405.00</u>
Contract Amount for 2021 - 2022	\$42,525.00
1.0% CPA Increase on 2018 - 2019 Base	<u>\$ 442.00</u>
Contract Amount for 2022 - 2023	\$42,562.00

Informational: In December 2020, ESSER II was created through enactment of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). The core purpose of the ESSER II Fund is to provide direct money to states and districts to address the areas most impacted by the disruption of COVID-19. It aims to provide direct aid to states and districts to help safely reopen and sustain the safe operation of schools as well as address the impact of COVID-19 in schools.

- E. Recommend approval to amend the Every Student Succeeds Act (ESSA) application to apply carryover funds in the amount of \$185,954.00 from the 2020-2021 school year into the 2021-2022 school year.

Informational: The New Jersey Department of Education allows districts to carryover unspent funds from the previous year to support continued implementation of District programming.

F. Informational - Child Nutrition

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

Month	Revenues	Expenses	Revenue - Expenses
July	\$17,778.63	\$17,590.99	\$187.64
August	\$1,792.75	\$7,663.85	-\$5,871.10
September	\$84,129.48	\$66,611.56	\$17,517.92
October	\$99,018.76	\$86,919.46	\$12,099.30
November	\$85,771.28	\$68,569.99	\$17,201.29
December	\$86,477.84	\$84,362.88	\$2,114.96
January	\$74,629.41	\$68,410.82	\$6,218.59
February	\$108,423.67	\$79,942.34	\$28,481.33
March	\$138,762.55	\$101,836.89	\$36,925.66
April	\$103,202.88	\$82,127.86	\$21,075.02
Year to Date	\$799,987.25	\$664,036.64	\$135,950.61

Informational – Breakfast and Lunch Service at all schools during 2021-2022.

Month	Breakfast	Lunch	Total Meals Served
September	8,444	13,170	21,614
October	9,667	15,757	25,424
November	8,440	13,608	22,048
December	8,538	13,071	21,609
January	6,940	10,525	17,465
February	9,737	16,642	26,379
March	12,316	20,246	32,562
April	9,833	15,715	25,548
Year to Date	73,915	118,734	192,649

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

G. Recommended approval to accept the donation of supplies for the project entitled Mission to Mars through anonymous donors through donorschoose.org. The donated item will be utilized to supplement the STEAM Curriculum at Loudenslager Elementary School. This item is worth approximately \$200.00.

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 Rebecca Richardson.

SCHOOL SAFETY A:

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	09/09/2021 10/14/2021 11/01/2021 12/17/2021 01/31/2022 02/10/2022 03/24/2022 04/08/2022	09/15/2021 10/25/2021 11/29/2021 12/23/2021 01/19/2022 02/07/2022 03/07/2022 4/11/2022	09/14/2021 10/14/2021 11/09/2021 12/08/2021 01/19/2022 02/10/2022 03/07/2022 04/04/2022
Communication Drill**	September 2021	09/16/2021		
Evacuation (Non-Fire)	Each school must conduct two annually	03/09/2022	09/28/2021	09/20/2021 04/24/2022
Lockdown	Each school must conduct two annually	11/10/2021 01/28/2022	11/23/2021 01/25/2022 03/15/2022	01/26/2022
Bomb Threat	Each school must conduct two annually	04/21/2022		11/17/2021 03/21/2022
Active Shooter	Each school must conduct two annually	02/24/2022	02/22/2022 04/28/2022	12/16/2021 02/23/2022

Report of Paulsboro Public Schools Security Drills				
Type of Drill	Notation	Schools		
		Paulsboro Junior / Senior High	Loudenslager Elementary	Billingsport Early Childhood Center
Shelter In Place (Secure Classroom)	Each school must conduct two annually	10/28/2021 12/02/2021	10/18/2021 12/18/2021	10/15/2021
Other Drills				
Bus Evacuation	School District (Annually)	(P7) 11/18/2021 (P5) 11/17/2021	04/20/2022	04/05/2022
Bus Evacuation	School Routes (2 Annually)	(P7) Bankbridge Elementary 09/21/2021 (P8) Bankbridge Regional 10/04/2021 (P7) Bankbridge Dev. Center 09/21/2021		
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	09/30/2021 10/22/2021 11/23/2021 12/21/2021 01/27/2022 02/01/2022 03/01/2022 04/01/2022	09/30/2021 10/22/2021 11/23/2021 12/21/2021 01/27/2022 02/28/2022 03/30/2022 04/28/2022	09/30/2021 10/22/2021 11/23/2021 12/21/2021 01/27/2022 02/28/2022 03/30/2022 04/28/2022

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

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

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

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

PUBLIC COMMENTS

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