

BOARD OF EDUCATION MEETING
January 21, 2009
Woodbury Jr.-Sr. High School Auditorium
7:00 P.M.

1. CALL MEETING TO ORDER

2. OPEN PUBLIC MEETINGS ACT

Public notice of this meeting pursuant to the Open Public Meeting's Act has been given by the Board Secretary in the following manner:

Faxing notice to the Gloucester County Times and to the Courier Post, and filing written notice with the Clerk of the City of Woodbury at the time of Reorganization in April, 2008.

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

5. MISSION STATEMENT

Building upon our history, diversity and beliefs, the mission of the Woodbury Public Schools,
a leader in personalizing education,

is to ensure each child becomes a responsible citizen who excels in his or her endeavors and meets life's challenges with courage, confidence and pride;

this is accomplished by utilizing proven instructional strategies and innovative methods by highly skilled and dedicated individuals in partnership with families, our city and the global community.

6. PRESENTATION/DISCUSSION

- Walnut Street Elementary School
- Strategic Plan Update
- School Board Association – Federal Relations Network
- Building Visits

7. OPEN MEETING TO PUBLIC FOR COMMENT

Open: Motion _____ Second _____

Close: Motion _____ Second _____

8. AGENDA

A. ROUTINE MATTERS

1. Approval of Minutes

RESOLVED that the Woodbury City Board of Education hereby approves the minutes of the Board of Education Meeting held on December 17, 2008.

2. Secretary’s Report

RESOLVED that the Woodbury City Board of Education hereby approves the December 2008 Secretary’s Report. (Exhibit 09-75; To be placed on board table.)

3. Treasurer’s Report

RESOLVED that the Woodbury City Board of Education hereby approves the December 2008 Treasurer’s Report. (Exhibit 09-76; To be placed on board table.)

4. Transfers

RESOLVED that the Woodbury City Board of Education hereby approves the transfers in line accounts in accordance with the lists submitted. (Exhibit 09-77)

5. Payment of Bills

RESOLVED that the Woodbury City Board of Education hereby approves the payment of bill lists without exception. (Exhibit 09-78)

6. Revenue Amounts/Sources

RESOLVED that the Woodbury City Board of Education recognizes the Board Secretary’s certification, in accordance with N.J.A.C. 6A:23-2.11c2, that there are no changes in anticipated revenue amounts and revenue sources as presented in the Business & Financial Section of this agenda.

7. Certifications

a) Secretary’s Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of December, 2008. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.11c 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

b) Board of Education Certification

The Woodbury City Board of Education hereby certifies, pursuant to N.J.A.C. 6A:23-2.11c4, that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11c and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

B. PERSONNEL – PROFESSIONAL

1. Leave of Absence

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves a leave of absence under FMLA for Tanya Ripley, School Psychologist for the Woodbury Public School District, beginning on or about April 29, 2009, through the balance of the school year.

2. Employment

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Braheme Days as Teacher of Business at Woodbury Jr.-Sr. High School beginning February 2, 2009, at a salary of \$46,142 (BA/Step 1), pro-rated.

3. Horizontal Advancement

- a) RESOLVED that the Woodbury City Board of Education hereby approves a horizontal move on the salary guide for Kathy Estep, Academic Coach – Elementary Mathematics, for the Woodbury Public School District, from BA to BA+15, beginning February 1, 2009.
- b) RESOLVED that the Woodbury City Board of Education hereby approves a horizontal move on the salary guide for Ellen Firth, Teacher of English at Woodbury Jr.-Sr. High School, from BA to BA+15, beginning February 1, 2009.
- c) RESOLVED that the Woodbury City Board of Education hereby approves a horizontal move on the salary guide for Tracy Weist, Teacher of Special Education at West End Memorial Elementary School, from BA+15 to MA, beginning February 1, 2009.
- d) RESOLVED that the Woodbury City Board of Education hereby approves a horizontal move on the salary guide for Yael Tamar Emenecker, Teacher of English at Woodbury Jr.-Sr. High School, from BA to BA+15, beginning February 1, 2009.

4. Extra-Curricular – 2008-09

- a) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves a resignation for the following 2008-09 athletic extra-curricular appointments:

<u>Position</u>	<u>Sport</u>	<u>Appointment</u>
Supervisor	Fall Weight Room	Gary Scavette (Never Assumed Position)

- b) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the following athletic extra-curricular appointment for the 2008-09 school year:

<u>Position</u>	<u>Sport</u>	<u>Appointment</u>	<u>Stipend/Step</u>
Supervisor	Fall Weight Room	Timothy Pentz	\$2,825/Step 1
Supervisor	Spring Weight Room	Zack Valentine	\$3,393/Step 4
Assistant Coach	Winter Track	Marc Cannuli	\$1,744/Step 1*

(*Stipend pro-rated 62%.)

- c) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves resignations for the following 2008-09 non-athletic extra-curricular appointments:

Position	Activity	Appointment
Advisor	Safety Patrol	Shannon Rehman (Never Assumed Position)
Advisor	Safety Patrol	Chrissy Pierce (Effective – 01/30/2009)

- d) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the following non-athletic extra-curricular appointment for the 2008-09 school year:

Position	Activity	Appointment	Stipend
Conductor	Pit Orchestra	Jason Moore	\$1,126
Advisor	Safety Patrol	Mark Grunde	\$1,936
Advisor	Safety Patrol	Dawn Meloni	\$968*
Advisor	JHS Chess Club	David Snelling	\$619
General Member	Pit Orchestra	Andrea Hahn	\$338
General Member	Pit Orchestra	Andrea Kolbach	\$338
General Member	Pit Orchestra	Jim Fox	\$338
General Member	Pit Orchestra	Christine Hackman	\$338^
General Member	Pit Orchestra	Matthew Mazza	\$338^
General Member	Pit Orchestra	Andrew Snyder	\$338^
General Member	Pit Orchestra	Robert Green	\$338^
General Member	Pit Orchestra	Jason Thomashefsky	\$338^

(*Effective February 2, 2009; Stipend pro-rated 50%.)

(^Stipend to be paid through Student Activities Fund)

5. Attendance Program Monitors

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the following staff members as Saturday Attendance Program Monitors for six Saturdays, from the hours of 8:00am through 12:00pm, to be compensated at the Special Projects Rate:

Cynthia Cheyney
Marge Pertuit

6. Mentoring

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the following mentoring match for the provisional teacher program:

Novice Teacher	Mentor Match	Term
Braheme Days	Cynthia Cheyney	30 Weeks*

(*Eighteen weeks to be completed in 2008-09; Twelve additional weeks to be completed in 2009-10.)

7. Family Night

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves Trinna Savage, replacing Barabra Linkert, to work the January 21, 2009, Family Night, for three hours at the Special Projects Rate.

8. Practicum Placements

RESOLVED that the Woodbury City Board of Education hereby approves Spring 2009 placements. (Exhibit 09-79)

9. Substitutes

- a) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Dianne Clement as the Evening Library Coordinator substitute for the 2008-09 school year to be compensated at the Special Projects Rate.
- b) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of following substitute teachers for the 2008-09 school year:
 - Dalsey, Christopher; Substitute Certification
 - Dandrow, Elizabeth; Substitute Certification
 - Manogue, Gary; Substitute Certification
 - Montana, Lisa; Elementary Certification (Standard)
 - Muhlbaier, Catherine; English Certification (CEAS)
 - Rooney, Tsvetelina; Substitute Certification

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

C. PERSONNEL – SUPPORT

1. Leave of Absence

- a) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves a leave of absence for Robyn Kennedy, Special Education, One-to-One Aide at West End Memorial Elementary School, from February 12, 2009, through on or about April 3, 2009.
- b) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves withholding one day’s pay for Gabriela Burlacu, Custodian at West End Memorial Elementary School, for an unapproved absence on the date of December 23, 2008.

2. Resignations

- a) RESOLVED that the Woodbury City Board of Education hereby accepts the resignation of Cheyenne Surratt, Special Education, One-to-One Aide at Evergreen Avenue Elementary School, effective December 23, 2008.
- b) RESOLVED that the Woodbury City Board of Education hereby accepts the resignation of Melissa Zandonella, Instructional Assistant at Woodbury Jr.-Sr. High School, effective December 23, 2008.

3. Employment Transfer

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment transfer of Danielle Straub from a Preschool Aide to a Special Education, One-to-One Aide at Evergreen Avenue Elementary School, for twenty-nine hours per week, at the same rate of pay.

4. Employment

- a) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Amy Kalvaitis as an Instructional Assistant at West End Memorial Elementary School, at the rate of \$16 per hour for twenty-nine hours per week, beginning January 22, 2009, pending criminal history approval.
- b) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Ryan Ciavaglia as a Special Education, One-to-One Aide at Walnut Street Elementary School, at the rate of \$11.33 per hour for twenty-nine hours per week, beginning January 22, 2009, pending criminal history approval.
- c) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Jillian Smith as a Special Education, One-to-One Aide at West End Memorial Elementary School, at the rate of \$11.33 per hour for twenty-nine hours per week, beginning January 22, 2009, pending criminal history approval.
- d) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Janelle VanWagner as an Instructional Assistant at Woodbury Jr.-Sr. High School, at the rate of \$16 per hour for twenty-nine hours per week, beginning January 22, 2009.
- e) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Jenilee Ashe as an Instructional Assistant at Walnut Street Elementary School, at the rate of \$16 per hour for twenty-nine hours per week, beginning February 14, 2009, pending criminal history approval.
- f) RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Melissa Boyd as a Preschool Aide at Evergreen Avenue Elementary School, at the rate of \$11.33 per hour for twenty hours per week, beginning January 22, 2009, pending criminal history approval.

5. AVID Tutor – 2008-09

RESOLVED that the Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approves the employment of Rosalie Schuman as an AVID Tutor, at the rate of \$10 per hour, not to exceed eight hours per week.

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

D. STUDENTS & PROGRAMS

1. Homeless

RESOLVED that the Woodbury City Board of Education hereby approves contracts for homeless students. (Exhibit 09-80)

2. Out of District Placement

RESOLVED that the Woodbury City Board of Education hereby approves the placement of student #2077522407 at Bankbridge North beginning January 5, 2009, at a cost of \$161 per diem.

3. Homebound Instruction

RESOLVED that the Woodbury City Board of Education hereby approves providing homebound instruction for the following students:

Student ID#	Dates of Service	Hours Per Week	Homebound Instructor	Reason
100405	12/09/08-01/28/09	10	Theresa Rohlfig	Medical
120292	01/06/09-01/20/09	10	Brookfield	Medical

4. School Calendar Change – Jr.-Sr. High School

RESOLVED that the Woodbury City Board of Education hereby approves the addition of one half-day session to the end of the Jr.-Sr. High School calendar only to compensate for the unscheduled closing of school on December 23, 2008. The last day of school for students will now be Monday, June 22, 2009.

5. Student Field Trips

RESOLVED that the Woodbury City Board of Education hereby approves the list of student field trips for the 2008-09 school year. (Exhibit 09-81)

6. Option II Program

RESOLVED that the Woodbury City Board of Education hereby approves the following Option II programmatic offering: Music Instruction

7. Submission of Professional Development Plan – 2009-10

RESOLVED that the Woodbury City Board of Education hereby approves the 2009-10 Professional Development Plan for submission to the county. (Exhibit 09-82)

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

E. BUSINESS & FINANCIAL

1. School Board Elections

RESOLVED that the Woodbury City Board of Education hereby approves the date and time of the drawing of the School Board Election ballot positions as March 2, 2009 at 4:00pm.

BE IT FURTHER RESOLVED that the Woodbury Board of Education hereby approves the election polling sites and times for the following Wards:

Polling Site	Time	Ward	Districts
Walnut Street School Multi-Purpose Room	2:00pm – 9:00pm	1	1,2 and 3
Evergreen Avenue School Multi-Purpose Room	2:00pm – 9:00pm	2	1 and 3
West End Memorial School Multi-Purpose Room	2:00pm – 9:00pm	3	3 and 4
Jr.-Sr. High School Old Cafeteria	2:00pm – 9:00pm	3	1 and 2
Bethel AME Church	2:00pm – 9:00pm	2	2 and 4

2. Change Orders

RESOLVED that the Woodbury Board of Education hereby approves the following change orders for the Walnut Street School Demolition and Interior Renovations:

CO#	Description	COR Amount	Initiated by
3	Plumbing work associated with the hot water installation	\$11,495.00	CC
Total		\$11,495.00	

OR – Owner Requested CC – Concealed Condition DEP – DEP requirement AD – Architect Directed

3. Use of Facilities

RESOLVED that the Woodbury City Board of Education hereby approves use of classroom G-1 at Woodbury Jr.-Sr. High School, by Gloucester County College, beginning January 26, 2009, through May 14, 2009, from 6:00pm through 9:00pm for ESL classes. (User: Class II)

4. Travel and Work Related Expenses

RESOLVED that the Woodbury City Board of Education hereby approves the resolution for reimbursement of travel and work related expenses for employees. (Exhibit 09-83)

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

9. SUPERINTENDENT'S REPORT

- Superintendent's Report – as submitted
- School Business Administrator's Report – as submitted

10. FIRE DRILL REPORT

December 2008

School	Date	Time	Length of Drill	Comments
Evergreen	12/01/08	9:45am	2 minutes, 24 seconds	Sunny, chilly
	12/04/08	10:15am	2 minutes, 4 seconds	Sunny
Walnut	12/02/08	8:55am	1 minute, 17 seconds	Sunny, cold
	12/15/08	8:45am	1 minute, 14 seconds	Sunny, cold
West End	12/12/08	9:00am	1 minute, 7 seconds	Cloudy, damp, cold
	12/15/08	2:00pm	1minute, 10 seconds	Cloudy, mild
Jr.-Sr. High	12/04/08	10:32am	2 minutes, 24 seconds	Sunny
	12/15/08	2:02pm	2 minutes, 23 seconds	Cloudy

11. COMMITTEE REPORTS

Personnel Committee – Lynn Jennings Dennen, Chairperson
 Property Committee – Anthony Chiesa, Chairperson
 Finance Committee – Mary Ellen Moore, Chairperson
 Communications Committee – Jerry Lonabaugh, Chairperson
 Policy Committee – Diane Hill, Chairperson

12. REPRESENTATIVES

Gloucester County School Board – Frank Gwalthney
 NJSBA Legislative Delegate – Frank Gwalthney
 City Council Liaison – Anthony Chiesa
 Student Body Representative – James Jones

13. FUTURE DATES

Date	Event	Time
January 19, 2009	Martin Luther King/ Keep Love Present Service Program	10:00am
January 21, 2009	Property Committee Meeting	6:00pm
January 21, 2009	District Family Night – Music in the House; Walnut	7:00pm
January 21, 2009	Board of Education Meeting	7:00pm
January 28, 2009	AVID Parent Night; Jr.-Sr. High School	7:00pm
January 29, 2009	Personnel Committee Meeting	6:00pm
January 29, 2009	Elementary Chinese New Year; Jr.-Sr. High School	6:30pm
February 2, 2009	Minority Task Force Committee Meeting (New Date)	7:00pm
February 5, 2009	H.S.A. Meeting; Walnut Street Elementary School	7:00pm
February 10, 2009	P.T.O. Meeting; Evergreen Avenue Elementary School	7:00pm
February 11, 2009	Teen PEP Family Night; Jr.-Sr. High School	7:00pm
February 13, 2009	H.S.A. Family Night Bingo; Walnut Street Elementary School	6:00pm
February 18, 2009	P.T.S.A. Meeting; Jr.-Sr. High School	7:30pm
February 18, 2009	Teacher of the Year Committee Meeting	3:30pm
February 18, 2009	Finance Committee Meeting (To Be Rescheduled)	6:00pm
February 23, 2009	Policy Committee Meeting	6:00pm
February 25, 2009	Board of Education Committee Meeting	7:00pm
February 26-28, 2009	High School Musical Performances	TBD

14. MEETING OPENED TO THE PUBLIC FOR COMMENT

Open: Motion _____ Second _____

Close: Motion _____ Second _____

15. CLOSE MEETING TO PUBLIC

Motion: _____ Second: _____

16. EXECUTIVE SESSION

WHEREAS, N.J.S.A. 10:4-12 allows for Public Body to go into closed session during a Public Meeting; and

WHEREAS, the Woodbury Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the regular meeting of the Woodbury Board of Education will reconvene following the end of the closed session; now therefore be it

RESOLVED that the Woodbury Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

✓ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospect public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

BE IT FURTHER RESOLVED that the Woodbury Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Woodbury Board of Education Attorney advises the Board that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion;

BE IT FURTHER RESOLVED that the Woodbury Board of Education, for the aforementioned reasons, hereby declares the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

17. OPEN MEETING TO THE PUBLIC

Motion: _____ Second: _____

18. ADJOURNMENT TO END BOARD MEETING

Motion: _____ Second: _____

Roll Call Vote: Yes: _____ No: _____

Time: _____