

**BOARD OF EDUCATION MEETING**  
February 27, 2007  
**Board of Education Meeting Room**  
**7:00 P.M.**

1. OPENING STATEMENT

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, 2006.**

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

5. MISSION STATEMENT

6. PRESENTATION

- High School Student Council Representative
- Frank Gwalthney – National School Boards Association Federal Relations Network (FRN) Annual Conference Report

7. DISCUSSION ITEMS

- High School Student Council Representative
- Dave Magyar – Radey & Associates - Walnut HVAC Bids
- Scott Weitz – New Roads Construction – Construction Update

8. OPEN MEETING TO PUBLIC FOR COMMENT ON AGENDA ITEMS

9. OPEN MEETING TO PUBLIC FOR COMMENT ON NON-AGENDA ITEMS

10. AGENDA

**A. ROUTINE MATTERS**

1. Approval of Minutes  
RESOLVED that the Woodbury Board of Education hereby approves the minutes of the Board of Education Meeting held on January 23, 2007.
2. Secretary's Report  
RESOLVED that the Woodbury Board of Education hereby approves the January 2007 Secretary's Report. (Exhibit 07-79)
3. Treasurer's Report  
RESOLVED that the Woodbury Board of Education hereby approves the January 2007 Treasurer's Report. (Exhibit 07-80)
4. Transfers  
RESOLVED that the Woodbury Board of Education hereby approves the transfers in line accounts in accordance with the lists submitted. (Exhibit 07-81)
5. Payment of Bills  
RESOLVED that the Woodbury Board of Education hereby approves the payment of bills without exception. (Exhibit 07-82)
6. Revenue Amounts/Sources  
RESOLVED that the Woodbury 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.
7. Certifications
  - a) Secretary's Report  
Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2007. 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 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. Retirement

RESOLVED that the Woodbury Board of Education hereby accepts the letter of retirement from Carla Branyan, ESL Teacher, effective June 1, 2007. Mrs. Branyan has worked in the district for the past 4.5 years.

2. Resignation

RESOLVED that the Woodbury Board of Education hereby accepts the letter of resignation from Rebecca Beall effective with the 2007-08 school year. Mrs. Beall has been on child-rearing leave during the 2006-07 school year.

3. Leaves of Absence

- a) RESOLVED that the Woodbury Board of Education hereby approves granting Tobey Realley, Teacher of Grade 6, a leave of absence under the Family Medical Leave Act for the period of on or about June 1– November 27, 2007.
- b) RESOLVED that the Woodbury Board of Education hereby approves granting Liseidy Diaz-Jackson, Teacher of Spanish, a leave of absence under the Family Medical Leave Act for the period of on or about August 25 – October 31, 2007.
- c) RESOLVED that the Woodbury Board of Education hereby approves granting Barbara Linkert, Teacher of Grade 5 at West End Memorial School, a leave of absence under the Family Medical Leave Act for the period of March 26, 2007 to on or about April 20, 2007.

4. Employment

RESOLVED that the Woodbury Board of Education hereby approves the employment of Edward F. Murphy as Director of Pupil Personnel Services commencing May 1, 2007 at the annual salary of \$98,300 (pro-rated).

5. Extra-Curricular – 2006-07

- a) RESOLVED that the Woodbury Board of Education hereby approves disbanding the Winter cheerleading team due to low participation.
- b) RESOLVED that the Woodbury Board of Education hereby approves adjusting the stipend for Mrs. Tobey Realley, Coach – Winter Cheerleading, from \$4,790 to \$1,467.90 (19 days).
- c) RESOLVED that the Woodbury Board of Education hereby approves athletic extra-curricular appointments for the 2006-07 fiscal year.

<u>Position</u>	<u>Sport</u>	<u>Appointment</u>	<u>Step/Stipend</u>
Volunteer Coach	Softball	Michele Hamilton	n/a
Volunteer Coach	Softball	Danielle Hamilton	n/a
Coach	Jr. High Track	Gary Roskoski	1/\$2,106
Coach	Jr. High Track	Derek Blumenthal	1/\$2,106

- d) RESOLVED that the Woodbury Board of Education hereby approves non-athletic extra-curricular appointments for the 2006-07 fiscal year.

<u>Position</u>	<u>Activity</u>	<u>Appointment</u>	<u>Stipend</u>
Advisor	REBEL	Donna Lacovara	\$335.20 (pro-rated)

- e) RESOLVED that the Woodbury Board of Education hereby approves the Spring 2007 Sports Schedule. (Exhibit 07-83)

6. Appointment - My Reading Coach Program

RESOLVED that the Woodbury Board of Education hereby approves the appointment of Georgia Stanfill to provide after school reading support, through the My Reading Coach Program, for 5 hours per week for the 2006-07 school year commencing March 1, 2007. Compensation will be at the Special Projects Rate and funded through the grant which was awarded through the Verizon foundation.

7. Substitutes – 2006-07

RESOLVED that the Woodbury Board of Education hereby approves substitutes for the 2006-07 school year:

- Downham, Marguerite – Westmont, NJ – Cert. of Eligibility – 7-12
- Giumetti, Peter – Gibbstown, NJ – Sub. Cert. – K-12
- Heister, Amber – Woodbury, NJ – Sub. Cert. – K-12
- Hughes, Gayle - Woodbury, NJ – Cert. of Eligibility – 6-12
- Johnson, Jennifer L. – Woodbury, NJ – Sub. Cert. – K-5
- Suber-Robinson, McKenzie - Woodbury, NJ – Sub. Cert. – K-12
- Thomas, Megan – Gloucester City, NJ – Sub. Cert. – K-12

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Roll Call Vote: Yes: \_\_\_\_\_

No: \_\_\_\_\_

C. **PERSONNEL - SUPPORT**

1. Termination

RESOLVED that the Woodbury Board of Education hereby approves the termination of the employment of Charles Folks, Assistant Facilities Director, effective February 5, 2007, which was prior to the end of his probation period.

2. Resignations

- a) RESOLVED that the Woodbury Board of Education hereby accepts the letter of resignation from Robert Lore, Computer Technician, effective January 31, 2007.
- b) RESOLVED that the Woodbury Board of Education hereby accepts the letter of resignation from Heather Smith, Instructional Assistant at West End School, effective February 2, 2007.
- c) RESOLVED that the Woodbury Board of Education hereby accepts the resignation of Gina Burruezo, Instructional Assistant at Woodbury High School, effective February 15, 2007.

3. Employment

- a) RESOLVED that the Woodbury Board of Education hereby approves the employment of the following Aide as Emergent Hire for a 182 day school year (pro-rated) commencing February 28, 2007.

<u>Employee</u>	<u>Type of Aide</u>	<u>Per Wk.</u>	<u>Rate</u>	<u>School</u>
Patricia Christopher	Kindergarten	29	\$11.22	West End

- b) RESOLVED that the Woodbury Board of Education hereby approves the employment of the following Aides for a 182 days school year (pro-rated) commencing February 28, 2007.

<u>Employee</u>	<u>Type of Aide</u>	<u>Per Wk.</u>	<u>Rate</u>	<u>School</u>
Shelby Clark	Special Ed.	21	\$10.75	Ever.
Danielle Hamilton	Sp. Ed. – 1 to 1	29	\$10.75	W.E./Ever

- c) RESOLVED that the Woodbury Board of Education hereby approves the employment of the following Instructional Assistants as Emergent Hires who will be employed for 29 hours per week, 185 day school year (pro-rated), at the rate of \$16 per hour.

<u>Employee</u>	<u>School</u>	<u>Eff. Date</u>
Heather Chambers	West End	2/28/07
Darnell Coleman	Jr.-Sr. High School	2/28/07

- d) RESOLVED that the Woodbury Board of Education hereby approves the employment of the following substitute lunch aides for the 2006-07 school year. They will be called on an as-needed basis for any of the elementary schools.

Michelle French  
Heather McCumber

- e) RESOLVED that the Woodbury Board of Education hereby approves the employment of Wayne Kummer as the Driver/Delivery Person commencing with the approval of his Criminal History Review. Mr. Kummer will be compensated at the rate of \$10 per hour, 4.5 hours per day, and will follow the student calendar.

4. Transfers

- a) RESOLVED that the Woodbury Board of Education hereby approves the transfer of Jacqueline DeWitt from the position of Kindergarten Aide at West End School to Special Education Aide at West End School, effective February 28, 2007.
- b) RESOLVED that the Woodbury Board of Education hereby approves the transfer of Anton Goral from part-time Driver to full-time Custodian at a pro-rated annual salary of \$22,500. Mr. Goral’s transfer date is based upon the start date of his replacement.

5. Leaves of Absence

- a) RESOLVED that the Woodbury Board of Education hereby approves uncompensated leaves of absence as follows:

<u>Employee</u>	<u>Dates</u>
Beverly Haney	January 30, 2007
Dawn Meloni	February 12 – 13, 2007
Christa Mikolajczyk	February 5, 2007 (.5)

- b) RESOLVED that the Woodbury Board of Education hereby approves a leave of absence for Frank Foley, Custodian, under the Federal Family and Medical Leave Act from January 26 to April 19, 2007. Uncompensated leave will be from February 9 – April 19, 2007.

6. Student Workers

RESOLVED that the Woodbury Board of Education hereby approves the employment of the following student workers, subject to receipt of working papers, for the 2006-07 school year:

Robert Burgess	Eric Shrader
Gregory DiMenna	Bruce Vail
Christian Strey	Harrison Webb

7. Additional Compensation

RESOLVED that the Woodbury Board of Education hereby approves compensating the following Aides at their normal hourly rate to work additional hours from January 26 – February 27, 2007 not to exceed twelve (12) additional hours in any one week for any one individual:

Michelle Brydges	Kathleen Schroeder
Lisa Christina	Susan VanZoeren
Elaine Connor	

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**D. STUDENTS & PROGRAMS**1. Homeless Students

RESOLVED that the Woodbury Board of Education hereby approves contracts for homeless students as per Exhibit 07-84.

2. Homebound Instruction

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

Student ID#	Time Frame	Hrs. Per Week	Home Instruction Provider	Reason
051066	1/25 – 3/25/07	10	Daniel O’Leary	Per Adm.
064140	1/16 – 3/16/07	5	Brookfield Schools	Medical
071093	1/22 – 2/12/07	5	Julie Longo	Medical
041086	2/5 – 4/5/07	10	Dawn Ensign	Per CST
013103	1/22 – 3/22/07	10	Prof. Ed. Svc., Inc.	Medical

b) RESOLVED that the Woodbury Board of Education hereby approves entering into a contract with the Together Shelter to provide 30 hours of instruction to student #2088, from December 1 – 22, 2006, at an hourly rate of \$28.50.

c) RESOLVED that the Woodbury Board of Education hereby approves entering into a contract with Gloucester County Special Services School District to provide 10 hours per week of homebound instruction to student #1892, from February 12, 2007, for approximately 4 to 6 weeks, at an hourly rate of \$45.

3. Out-of-District Placements

a) RESOLVED that the Woodbury Board of Education hereby approves placing student #2145 at GCSSSD Bankbridge North, effective January 25, 2007 at a cost of \$140 per diem.

b) RESOLVED that the Woodbury Board of Education hereby approves placing student #798 at GCSSSD Bankbridge North, effective February 9, 2007 at a cost of \$140 per diem.

c) RESOLVED that the Woodbury Board of Education hereby approves placing student #2152 at the DHS School in Cherry Hill, effective February 7, 2007 at a cost of \$150.38 per diem.

4. Auditory Processing Examinations

RESOLVED that the Woodbury Board of Education hereby approves entering into a contract with the CEIL Institute to provide auditory processing examinations for students #1954 and #2107 at a cost of \$300 per exam.

5. Professional Development Plan – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves the 2007-08 Professional Development Plan. (Exhibit 07-85)

6. ADHD Family Treatment Protocol by Children’s Hospital of Philadelphia

RESOLVED that the Woodbury Board of Education hereby approves Children’s Hospital of Philadelphia to provide an ADHD family treatment protocol to select eligible 2<sup>nd</sup> – 5<sup>th</sup> grade students attending the Woodbury Public School System.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Roll Call Vote: Yes: \_\_\_\_\_

No: \_\_\_\_\_

**E. BUSINESS & FINANCIAL**

1. Bid Specifications

- a) RESOLVED that the Woodbury Board of Education hereby approves the Evergreen and West End Partial Roof Replacement bid specifications and to advertise and receive bids for same. The bid specifications are available in the Business Office for review.
- b) RESOLVED that the Woodbury Board of Education hereby approves the bid specifications for district asphalt/concrete work and to advertise and receive bids for same. (Exhibit 07-86)
- c) RESOLVED that the Woodbury Board of Education hereby approves the bid specifications for identified replacement windows in the elementary schools and to advertise and receive bids for same. (Exhibit 07-87)

2. Bid Awards

- a) RESOLVED that the Woodbury Board of Education hereby approves the receipt of bids for the Walnut HVAC installation and to award a contract to the lowest responsible bidder as detailed in Exhibit 07-88. (will be placed on Board table)
- b) RESOLVED that the Woodbury Board of Education hereby approves the receipt of bids for the Walnut Asbestos Removal and to award a contract to the lowest responsible bidder as detailed in Exhibit 07-89. (will be placed on Board table)

3. Disposal of Fixed Asset

RESOLVED that the Woodbury Board of Education hereby approves the dismantling and disposal of a lift (fixed asset tag 001083) which is defective.

4. Transportation Route

RESOLVED that the Woodbury Board of Education hereby approves a Joint Transportation Agreement with Harrison School District for Route No. 53, to transport student # 073038 from West End School to home, from January 23 - June 30, 2007 at a per diem rate of \$58.80.

5. Grant Submissions

- a) RESOLVED that the Woodbury Board of Education hereby approves the submission of a grant proposal to the New Jersey Governor's Initiative on Enhancing In-District Programs for Students with Disabilities in the amount of \$235,302 to enhance in-district inclusion services.
- b) RESOLVED that the Woodbury Board of Education hereby approves the submission of a U.S. Department of Education Teaching American History grant proposal in partnership with Gloucester County College for professional development opportunities.
- c) RESOLVED that the Woodbury Board of Education hereby approves the submission of a grant proposal in the amount of \$500 to Rowan University for the Herman and Marie James Award for Creating an Excellent and Exciting Educational Environment. The grant will be used for the purchase of instructional and/or media materials for Woodbury Jr.-Sr. High School.
- d) RESOLVED that the Woodbury Board of Education hereby approves the submission of a grant proposal for the 21<sup>st</sup> Century Community Learning Centers Program Grant in the amount of \$535,000, in partnership with the Boys and Girls Club of Gloucester County, who is the lead agency.

6. Submission of Other Capital Project Application

RESOLVED that the Woodbury Board of Education hereby approves the submission by Garrison Architects of an other capital project application not eligible for State funding to the State Department of Education for the change of use in the boys' locker room shower to convert a section into the Athletic Trainer's Office.

7. Student Activity Funds

- a) RESOLVED that the Woodbury Board of Education hereby approves closing the following student activity accounts as of 2/28/07:

Advanced Technology	\$15.47
Alliance for Arts Education	\$84.52
Anytown	\$58.52
Art Society	\$101.87
Builder's Club	\$204.59
Golf Team	\$42.63
Jr. H.S. Channing Bete	\$395.25
Odyssey of the Mind	\$125.68
Outdoor Club	\$965.54

(Student Activity Funds continued)

SADD Club	\$14.03
School Spirit Club	\$60.22
W.I.S.H.	\$18.46
White Gold News	\$726.98
Youth to Youth	\$2,362.95
High School Library	\$0.00

- b) RESOLVED that the Woodbury Board of Education hereby approves the establishment of a Jr. High School Miscellaneous Activity Account and to transfer \$500 of cancelled funds to this account.
- c) RESOLVED that the Woodbury Board of Education hereby approves transferring the remaining \$4,676.72 to the High School Miscellaneous Activity Account.

8. Job Description

RESOLVED that the Woodbury Board of Education hereby approves the Job Description for the position of Sr. Computer Technician – C –4.1. (Exhibit 07- 90)

9. State Long-Term Care Insurance Plan

RESOLVED that the Woodbury Board of Education hereby approves the adoption of a resolution to offer the State Long-Term Care Insurance Plan to employees and retirees. (Exhibit 07-91)

10. Contract with The Omni Financial Group, Inc.

RESOLVED that the Woodbury Board of Education hereby approves entering into a contract with The Omni Financial Group, Inc., to oversee all aspects of IRS compliance with the district's 403(b) programs for an annual fee of \$3,075.10 plus a one-time set-up fee of \$2,495 (group discount offered of \$1,495 if one or more local districts enter into contracts).

11. Inter-local Agency Agreement with EIRC

RESOLVED that the Woodbury Board of Education hereby approves entering into an inter-local agency agreement with Educational Information and Resource Center (EIRC) to provide a fiber backbone and other wiring at the Jr.-Sr. High School and West End Memorial School at a cost of \$45,950. (Exhibit 07-92)

12. Purchase of Technology Equipment

RESOLVED that the Woodbury Board of Education hereby approves the purchase of technology equipment through our inter-local agreement with Sterling High School (SJTP) required for the new fiber backbones and wiring in the Jr.-Sr. High School and West End Memorial School and to allow for future growth and wireless integration within the schools. The cost is \$33,727 (less trade-in value).

13. Comprehensive Equity Plan – 2007-10

RESOLVED that the Woodbury Board of Education hereby approves the appointment of the following personnel on the Affirmative Action Team (AAT) to work on the 2007-10 Comprehensive Equity Plan: Dr. Jeffrey Adams, Alysa Cummings, Denise Dunham, Anne Evans, Joseph Jarrett, Ali LaVecchia, and Gina Downey.

14. Copier Agreement – Ikon Office Solutions

RESOLVED that the Woodbury Board of Education hereby approves utilizing NJ State Contract No. A64039 and A53427 (color copiers) to enter into a 48 month cost per copy rental agreement with Ikon Office Solutions for the upgrade of copiers. (Exhibit 07-93)

15. Travel and Work Related Expenses

RESOLVED that the Woodbury Board of Education hereby approves the resolution for reimbursement of travel and work related expenses for employees attending conferences, conventions, staff training, seminars and/or workshops as previously approved by the Superintendent as work related and within the scope of the work responsibilities of each attendee. (Exhibit 07-94)

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Roll Call Vote: Yes: \_\_\_\_\_

No: \_\_\_\_\_

10. SUPERINTENDENT’S REPORT

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

11. FIRE DRILL REPORT

January 2007

<u>School</u>	<u>Date</u>	<u>Time</u>	<u>Length of Evac.</u>	<u>Comments</u>
Evergreen	1/3/07	2:15 p.m.	3 min., 45 sec.	Sunny, cool
	1/3/07	2:27 p.m.	3 min., 12 sec.	Fire alarm malfunction
	1/11/07	8:44 a.m.	3 min., 48 sec.	Fire alarm malfunction
Walnut	1/3/07	2:20 p.m.	1 min., 15 sec.	Sunny, windy
	1/4/07	1:05 p.m.	1 min., 2 sec.	Sunny
West End	1/9/07	1:59 p.m.	1 min.	Sunny, cold
	1/18/07	11:00 a.m.	1 min., 15 sec.	Cloudy, cold
Jr.-Sr. High	1/12/07	8:10 a.m.	7 minutes	Chilly
	1/31/07	8:10 a.m.	3 minutes	Cold

12. FUTURE DATES

February 26, 2007 – Very Beary Family Night at West End School – 6:30 p.m. – 1<sup>st</sup> grade

**February 26, 2007 – Finance Committee Meeting – 6:00 p.m.**

**February 27, 2007 – Policy Committee Meeting – 6:00 p.m.**

**February 27, 2007 – Board of Education Meeting – 7:00 p.m.**

March 8, 2007 – Jr. High School NASA Family Night – 6:30 p.m.

**March 13, 2007 – Communication Committee Meeting – 6:00 p.m.**

**March 20, 2007 – Policy Committee Meeting – 6:00 p.m.**

March 21, 2007 – Family Math Preview Night – Grade 2 – 6:30 p.m. – Walnut Street School

**March 27, 2007 – Property Committee Meeting – 6:00 p.m.**

**March 27, 2007 – Board of Education Meeting – 7:00 p.m.**

**April 3, 2007 – Personnel Committee Meeting – 6:00 p.m.**

April 4, 2007 – Candidates' Night – 7:00 p.m. – West End Memorial School

April 17, 2007 – Budget/Board of Education Vote – Polls open – 2:00 – 9:00 p.m.

**April 20, 2007 – Policy Committee Meeting – 6:00 p.m.**

**April 24, 2007 – Board of Education Meeting – 7:00 p.m. (Reorganization)**

13. COMMITTEE REPORTS

Property Committee – Mary Ellen Moore, Chairperson  
 Personnel Committee – Lynn Jennings Dennen, Chairperson  
 Finance Committee – Mary Ellen Moore, Chairperson  
 Communications Committee – Jerry Lonabaugh, Chairperson  
 Policy Committee – William Goodrich, Chairperson  
 Minority Task Force – Diane Hill, Liaison

14. REPRESENTATIVES

NJSBA Legislative Delegate – Frank Gwalthney  
Gloucester County School Boards – Jerry Lonabaugh  
City Council Liaison – Anthony Chiesa

15. EXECUTIVE SESSION

***THE EXECUTIVE SESSION RESOLUTION STATES AS FOLLOWS:***

RESOLVED that pursuant to Section 7.B. 1-9 [N.J.S.A. 10:4-12] of the New Jersey Open Public Meeting Act, the public shall be excluded from that portion of the meeting involving discussion of \_\_\_\_\_.

FURTHER RESOLVED that the matters discussed which warrant official Board action will be acted upon, if possible, when the Board of Education reconvenes, or at the next available opportunity.

16. MEETING OPENED TO THE PUBLIC FOR COMMENT

17. ADJOURNMENT TO END BOARD MEETING

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Roll Call Vote: Yes: \_\_\_\_\_

No: \_\_\_\_\_

Time: \_\_\_\_\_