

**BOARD OF EDUCATION MEETING**  
**October 17, 2007**  
**Board of Education Meeting Room**  
**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, 2007.**

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

5. MISSION STATEMENT

6. DISCUSSION ITEMS

- Violence, Vandalism Report – 2006-07
- New Jersey Quality Single Accountability Continuum (NJQSAC)
- No Child Left Behind (NCLB)/Adequate Yearly Progress (AYP) - Testing

7. OPEN MEETING TO PUBLIC FOR COMMENT ON AGENDA ITEMS

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

9. AGENDA

**A. ROUTINE MATTERS**

1. Approval of Minutes  
RESOLVED that the Woodbury Board of Education hereby approves the Minutes of the Regular Board of Education Meeting held on September 26, 2007.
2. Secretary’s Report  
RESOLVED that the Woodbury Board of Education hereby approves the September 2007 Secretary’s Report. (Exhibit 08-43) (Will be placed on Board table)
3. Treasurer’s Report  
RESOLVED that the Woodbury Board of Education hereby approves the August 2007 Treasurer’s Report. (Exhibit 08-44)
4. Transfers  
RESOLVED that the Woodbury Board of Education hereby approves the transfers in line accounts in accordance with the lists submitted. (Exhibit 08-45)
5. Payment of Bills  
RESOLVED that the Woodbury Board of Education hereby approves the payment of bill lists without exception. (Exhibit 08-46)
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 months of July and August 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. Resignation

RESOLVED that the Woodbury Board of Education hereby accepts the letter of resignation from Carla Bittner, Teacher of Grade 4 at Evergreen Avenue School, effective December 1, 2007.

2. Leave of Absence – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves the Family and Medical Leave of Absence for Mrs. Carmen Davis commencing on or about November 15, 2007 through on or about March 5, 2008. (Dates have been corrected from Leave of Absence approved at the September 26, 2007 meeting.)

3. Employment

RESOLVED that the Woodbury Board of Education hereby approves the employment of Lois Spritzler as an Interim Learning Disabilities Teacher-Consultant, four days per week, commencing on or about December 17, 2007 through on or about March 19, 2008. Compensation will be \$375 per day.

4. NJASK Academy

RESOLVED that the Woodbury Board of Education hereby approves teachers for the NJASK Academy for the 2007-08 school year as follows. Compensation will be at the Special Projects Rate and are paid through Demonstrably Effective Program Aid (DEPA) grant funds.

<u>School</u>	<u># of Hours</u>	<u>Teachers</u>
Evergreen	16 each	Diane Beirne, Paige Lyons, Mark Grundel, Shannon Rehman, Vicki Hills, Susan Dougherty, Stephanie Foran
Evergreen	48 each	Katherine Estep, Joanne Gommel
Walnut	60 each	Christine Kremer, Jacqueline Rosario
West End	50 each	Shawn Jess, Beth Stanek, Eliza Cadorette, Wendy Cubbler, Karen Perry, Tracy Weist

5. Substitutes – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves the following substitute teachers for the 2007-08 school year.

- Brown, Kristin D. – Woodbury, NJ - Sub. Cert. – K-5
- Cairns, Sherri – Woodbury Hts., NJ – Teacher of Handicapped Cert. – K- 12
- Castelli, Danielle R. - Woodbury, NJ – Elem. School Teacher – K-5
- Doorman, Ashley – Woodbury, NJ - Sub. Cert. – K-5
- Stanton, Jeanne – Mantua, NJ – Elem. School Teacher – K-6

6. Homebound Tutor – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves Sherri L. Cairns as a homebound tutor for the 2007-08 school year.

7. Student Field Placement – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves the student field placement for Kelley L. Holzworth, a Camden County College student, with Carla L. McLaughlin, Evergreen Avenue School, for a total of ten hours.

8. Summer 2007 Workshop

RESOLVED that the Woodbury Board of Education hereby approves compensating Frances Wiczerzysky for 6.5 hours at the Special Projects Rate for attendance at an Autism Workshop held on August 24, 2007. This is funded through the Autism Grant.

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

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

**C. PERSONNEL - SUPPORT**

1. Resignation

RESOLVED that the Woodbury Board of Education hereby accepts the letter of resignation from Marcella Linkert, Instructional Assistant at West End Memorial School, effective October 12, 2007.

2. Employment

RESOLVED that the Woodbury Board of Education hereby approves the employment of the following Instructional Assistant as an emergent hire. She will be employed for 29 hours per week, at the rate of \$16 per hour, for a 185 day school year.

<u>Employee</u>	<u>School</u>	<u>Start Date</u>
Carolyn Sager	West End School	10/18/07

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

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

**D. STUDENTS & PROGRAMS**

1. Out of District Placements- 2007-08

- a) RESOLVED that the Woodbury Board of Education hereby approves an out-of-district placement for the 2007-08 school year for student # 2174 at Bankbridge Developmental Center, effective October 3, 2007. The per diem cost of the program is \$156
- b) RESOLVED that the Woodbury Board of Education hereby approves an out-of-district placement for the 2007-08 school year for student #1570 at Bankbridge North, effective October 11, 2007. The per diem cost of the program is \$147.

2. Homebound Instruction

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

Student ID#	Time Frame	Hrs. Per Week	Home Instruction Provider	Reason
023194	9/24 – 11/24/07	5	Brookfield Schools	Medical
065010	10/15 – 12/15/07	10	Katherine Estep	Medical
081015	10/16/07 - TBD	11	Educere/Sherri Cairns	Per Administration
051048	10/15/07 – TBD	10	Sherri Cairns	Per Administration
054132	10/17/07 – TBD	10	TBD	Per Administration
0304124	10/17/07 – TBD	10	TBD	Per Administration

3. Homeless Students

RESOLVED that the Woodbury Board of Education hereby approves contracts for homeless students as per Exhibit 08-47.

4. Acceptance of Tuition Student

RESOLVED that the Woodbury Board of Education hereby accepts student #081055 as a parent-paid tuition student from Deptford Township for the 2007-08 school year.

5. Substance Abuse Prevention Program

RESOLVED that the Woodbury Board of Education hereby approves the 2007-08 Substance Abuse Prevention Program. (Exhibit 08-48)

6. Emergency & Crisis Management Plan

RESOLVED that the Woodbury Board of Education hereby approves the Emergency & Crisis Management Plan. (Exhibit 08 - 49 - Quick Reference Guide)

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

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

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

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

**E. BUSINESS & FINANCIAL**1. Use of Facilities by Outside Groups

- a) RESOLVED that the Woodbury Board of Education hereby approves use of the art/music room at West End Memorial School by GMTTC, Inc. of NJ on Thursday afternoons, 3:00 – 4:00 p.m., October, 2007 – April, 2008. (User: Class II)
- b) RESOLVED that the Woodbury Board of Education hereby approves use of the art/music room at Evergreen Avenue School by GMTTC, Inc. of NJ on Tuesday afternoons, 3:00 – 4:00 p.m., October 2007 – April, 2008. (User: Class II)
- c) RESOLVED that the Woodbury Board of Education hereby approves use of Woodbury High School Gymnasium by the Woodbury Little League on Monday evenings, 6:00 – 8:00 p.m., November 2007 – February 2008. (User: Class II)

2. Job Description

RESOLVED that the Woodbury Board of Education hereby approves the Job Description – G-4 – Transportation Aide. (Exhibit 08-50)

3. Comprehensive Maintenance Plan

RESOLVED that the Woodbury Board of Education hereby approves the resolution for the submission of the Comprehensive Maintenance Plan for FY '07, FY '08, FY '09, the M-1 Annual Maintenance Budget Worksheets, and the Facilities . (Exhibit 08-51)

4. New Jersey Quality Single Accounting Continuum (NJQSAC)

RESOLVED that the Woodbury Board of Education hereby approves submission of the New Jersey Quality Single Accounting Continuum (NJQSAC), including the 7.6 Facilities Checklist Report, to the New Jersey Department of Education. (Exhibit 08-52)

5. Southwest Council Agreement – REBEL Program

RESOLVED that the Woodbury Board of Education hereby approves entering into an agreement with Southwest Council to participate in the Gloucester County REBEL (Researching Everyone by Exposing Lies) Program. This is a \$3,000 initiative for a youth led, youth empowered, anti-tobacco prevention program for Middle and High School students.

6. Telecom Express, Inc. Agreement

RESOLVED that the Woodbury Board of Education hereby approves entering into an agreement with Telecom Express, Inc. of Montclair, NJ for a maintenance contract on the telephone system, for parts and labor, effective July 1, 2007 through June 30, 2008, at a cost of \$9,636. This was originally awarded under state contract A42302 when the system was installed and the rates have remained the same.

7. 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 Chief School Administrator as work related and within the scope of the work responsibilities of each attendee. (Exhibit 08-53)

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 REPORTSeptember 2007

School	Date	Time	Length of Drill	Comments
<b>Evergreen</b>	9/17/07	10:30 a.m.	2 minutes, 25 seconds	Sunny
	9/25/07	2:30 p.m.	2 minutes, 13 seconds	Sunny
<b>Walnut</b>	9/14/07	10:25 a.m.	1 minute	Sunny
	9/27/07	10:05 a.m.	1 minute, 8 seconds	Sunny
<b>West End</b>	9/7/07	11:00 a.m.	1 minute	Sunny, warm
	9/18/07	2:00 p.m.	1 min., 45 seconds	Sunny, warm
<b>Jr.-Sr. High</b>	9/7/07	1:24 p.m.	6 minutes	Sunny
	9/21/07	10:41 a.m.	4 minutes	Sunny

12. COMMITTEE REPORTS

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

13. REPRESENTATIVES

Gloucester County School Board – Frank Gwalthney  
 NJSBA Legislative Delegate – Frank Gwalthney  
 City Council Liaison – Anthony Chiesa

14. FUTURE DATES

***October 17, 2007 – Property Committee Meeting – 6:00 p.m. - TENTATIVE***  
***October 17, 2007 – Board of Education Meeting – 7:00 p.m.***  
 October 17, 2007 – Grade 3 – Family Math Night – West End School – 6:30 p.m.  
 October 20, 2007 – Homecoming  
 October 24 – 26, 2007 – New Jersey School Boards Association Workshop – Atlantic City  
 October 24, 2007 – Grade 3 – Family Math Night – West End School – 6:30 p.m.  
 October 25, 2007 – Grades 2 – 3 - Reading Café – Evergreen School – 6:30 p.m.  
***October 29, 2007 – Special Board Meeting – 6:00 p.m. - TENTATIVE***  
 November 1, 2007 – West End PTA General Membership Meeting  
 November 1, 2007 – Walnut School HSA Meeting  
 November 5 – 9, 2007 – School Closed for Students  
 November 6, 8, 9, 2007 – School Closed for Staff  
 November 13, 2007 – Parent Visitation Day – Elementary Schools  
 November 13, 2007 – Evergreen School PTO Meeting  
***November 14, 2007 – Policy Committee Meeting – 6:00 p.m.***  
 November 20, 2007 – PTSA Meeting – High School Library  
 November 22-23, 2007 – School Closed - Thanksgiving  
***November 28, 2007 – Property Committee Meeting – 6:00 p.m.***  
***November 28, 2007 – Board of Education Meeting – 7:00 p.m.***

15. MEETING OPENED TO THE PUBLIC FOR COMMENT

16. 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.

117. ADJOURNMENT TO END BOARD MEETING

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

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

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

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

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