

BOARD OF EDUCATION MEETING
November 28, 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. PRESENTATION / DISCUSSION ITEMS

- Presentation - West End Memorial Elementary School
- Presentation of the June 30, 2007 Audit Report – Michael Holt
- Referendum Construction Update – New Road Construction Management
- Report – NJSBA Workshop 2007

7. PUBLIC HEARING

- Employment contract for School Business Administrator

RESOLVED that the Woodbury Board of Education hereby approves the resolution designating this November 28, 2007 meeting as the Public Hearing required by N.J.S.A 18A:11-11. (Exhibit 08-54)

8. OPEN MEETING TO PUBLIC FOR COMMENT ON AGENDA ITEMS

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

10. 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 pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. (If pending or anticipated litigation, the matter involves a property claim and potential personal injury matter.
- ✓ 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 (subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is review of positions and need for said positions);

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 that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

11. AGENDA

A. ROUTINE MATTERS

1. Approval of Minutes
RESOLVED that the Woodbury Board of Education hereby approves the Minutes of the Board of Education Meetings held on October 17, 2007, and October 29, 2007.
2. Secretary’s Report
RESOLVED that the Woodbury Board of Education hereby approves the September 2007 (Exhibit 08-43) Secretary’s Report.
3. Treasurer’s Report
RESOLVED that the Woodbury Board of Education hereby approves the September 2007 Treasurer’s Report. (Exhibit 08-55) (Will be placed on Board table.)
4. Transfers
RESOLVED that the Woodbury Board of Education hereby approves the transfers in line accounts in accordance with the lists submitted. (Exhibit 08-56)
5. Payment of Bills
RESOLVED that the Woodbury Board of Education hereby approves the payment of bill lists without exception. (Exhibit 08-57)
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 September, 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 – PROFESSIONAL1. Reversal of Two Year Tenure

RESOLVED that the Woodbury Board of Education hereby approves revoking the resolution approved on April 25, 2006 regarding granting tenure for those in the position of School Business Administrator/Board Secretary after employment for two consecutive years. Tenure for those in the position of Business Administrator/Board Secretary will be granted after employment for three consecutive years.

2. Employment

- a) RESOLVED that the Woodbury Board of Education hereby approves a contract for Kara Huber as School Business Administrator/Board Secretary, commencing January 2, 2008, at a salary of \$92,000, pro-rated, for the 2007-08 school year. (Exhibit 08-58)
- b) RESOLVED that the Woodbury Board of Education amends the contract with Harold E. O’Neil, Jr. to reduce his hours of work in the district from a minimum of 120 hours/month to a minimum of 60 hours/month in January 2008 at a prorated amount of compensation and to continue employment with the district under these revised terms through April 30, 2008.
- c) RESOLVED that the Woodbury Board of Education hereby approves the employment of Marianne Costello as Teacher of Grade 4 at Evergreen Avenue Elementary School, commencing November 29, 2007, at a pro-rated salary in accordance with Step 1, BA, on the teacher’s 2007-08 salary guide.
- d) RESOLVED that the Woodbury Board of Education hereby approves an adjustment to the per diem rate for Felicita Rosado to \$150 effective November 19, 2007 for the balance of the 2007-08 school year for substituting in the special Spanish coverage assignment. Additionally, RESOLVED that the Woodbury Board of Education hereby approves reimbursing Ms. Rosado for up to twelve credits of tuition cost (State College rate) for passing coursework taken during the 2007-08 school year, including 2008 summer sessions, to meet the New Jersey requirements as a Teacher of Spanish, contingent upon employment through the balance of the 2007-08 school year.

3. Appointments

- a) RESOLVED that the Woodbury Board of Education hereby approves the appointment of Kara Huber as Custodian of Public Records from January 2, 2008 through June 30, 2008.
- b) RESOLVED that the Woodbury Board of Education hereby approves the appointment of Kara Huber as Public Agency Compliance Officer from January 2, 2008 through June 30, 2008.

4. Leave of Absence

- a) RESOLVED that the Woodbury Board of Education hereby approves a leave of absence under the FMLA for Krista Javadi, Teacher of Grade 4 at West End School commencing February 20, 2008 to April 21, 2008 (compensated) and April 22, 2008 to June 18, 2008 (uncompensated.)

- b) RESOLVED that the Woodbury Board of Education approves leave under the Family Medical Leave Act for Rachel Schneider from 9/04/07 through 11/27/07. Further RESOLVED that the Woodbury Board of Education approves an extended leave of absence due to medical disability through the end of the first semester, January 30, 2008.

5. Extra-Curricular

- a) Athletic
- i. RESOLVED that the Woodbury Board of Education hereby accepts the resignation of Jacqueline Rosario as Head Winter Cheerleading Coach for the 2007-2008 school year.
 - ii. RESOLVED that the Woodbury Board of Education hereby approves the athletic extra-curricular appointments for the 2007-2008 fiscal year.

<u>Position</u>	<u>Sport</u>	<u>Appointment</u>	<u>Step/Stipend</u>
Head Coach	Winter Cheerleading	Maureen Stocker	1/\$3639
Coach	JHS Girls Basketball	John Romano	1/\$2169
Coach	Frosh Boys Basketball	Daniel Howie	1/\$4043
Coach	JHS Girls Soccer	John Romano	1/\$2169
Assistant Coach	Girls Basketball	Caitlyn Reuter	1/\$4043*
Assistant Coach	Girls Track	Barbara Gale	4/\$4759
Volunteer Coach	Girls Basketball	Tiffany Corsey	N/A
Paraprofessional Volunteer	Girls Basketball	Caitlyn Reuter	N/A

* Pending Substitute Certification (pro-rated stipend)

- b) Non-Athletic
- RESOLVED that the Woodbury Board of Education hereby approves the extra-curricular appointment of Barbara Gale as a before-school monitor for the term of Carmen Davis' leave of absence, commencing November 15, 2007 to March 5, 2008, at a stipend of \$695, a pro-rated amount, which will be deducted from the stipend of Carmen Davis.

4. Substitutes – 2007-08

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

Dornewass, Robyn A. – Swedesboro, NJ - Sub. Cert. – K-5
 St. Germain, Sandra – Woodbury, NJ – Sub. Cert. – K-12
 Reuter, Caitlyn – Richwood, NJ – Sub. Cert. – K-12

5. Homebound Tutor – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves Jessica M. Floyd as a homebound tutor for the 2007-08 school year.

6. Family Nights

RESOLVED that the Woodbury Board of Education hereby approves compensation to the following teacher for two NASA Family Nights, the first being December 12, 2007, and the second occurring in Spring 2008 (date TBD,) for 3 hours each night, at the Special Projects Rate.

- Colleen Fitzgerald
- Ari Ford
- Susan Berting
- Sharron Knauss

7. Internship

RESOLVED that the Woodbury Board of Education hereby approves Karen Capozzi to supervise LaSalle University student Deidre Witkowski as a Speech and Language intern beginning January 16, 2008 and concluding May 30, 2008.

8. Student Teacher Placements

RESOLVED that the Woodbury Board of Education hereby approves the following student teacher placements from Rowan University for the Spring 2007-2008 school year.

<u>Cooperating Teacher</u>	<u>Building</u>	<u>Student Teacher</u>
Jill Platt	West End	Katie Crumley
Jill Platt	West End	Heather Pence
Andrea Brown	West End	Devon McCorristin
Linda Brewer	West End	Heather Pence
Noelle Baskinger	West End	Katie Crumley
Chris Sheppard	Jr.-Sr. High	Michael Wright
Ari Ford	Jr.-Sr. High	Jessa Bernbridge

9. Junior Field Experience Placements

RESOLVED that the Woodbury Board of Education hereby approves the following junior field experience placements from Rowan University as follows:

<u>Cooperating Teacher</u>	<u>Building</u>	<u>Rowan Student</u>	<u>Dates</u>
Barabra Gale	Jr.-Sr. High	Shannon Heusser	02/04/07-03/12/07
Barbara Gale	Jr.-Sr. High	Katherine Shaw	03/24/07-04/30/07

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

C. PERSONNEL - SUPPORT1. Resignation

RESOLVED that the Woodbury Board of Education hereby accepts the verbal resignation of Elizabeth Murphy, secretary at Woodbury Junior-Senior High School, due to medical concerns, effective November 28, 2007.

2. Termination

RESOLVED that the Woodbury Board of Education hereby terminates Markee Robinson, custodian at West End Memorial School, effective November 1, 2007.

3. Employment

- a) RESOLVED that the Woodbury Board of Education hereby approves the employment of Joanne Gommel as Instructional Assistant at Evergreen Avenue Elementary School, transferring from building aide at same, commencing December 3, 2007 for 29 hours per week at the rate of \$16 per hour.
- b) RESOLVED that the Woodbury Board of Education hereby approves a change of employment status for Denise Burgess from Interim Secretary to Secretary in Woodbury High School's Main Office at Step 9 on the 2007-08 10-Month Clerical Salary Guide.
- c) RESOLVED that the Woodbury Board of Education hereby approves the employment of Melina Jaggard as custodian at West End School, with a start date commencing upon receipt of criminal history approval, at Step 1 on the Custodial Salary Guide.

4. Substitutes

RESOLVED that the Woodbury Board of Education hereby approves the employment of Veronica Beck as a substitute custodian, pending criminal history approval, at the rate of \$9.50 per hour.

5. Leave of Absence

- a) RESOLVED that the Woodbury Board of Education hereby approves an uncompensated leave of absence for George O. Rapone from November 1, 2007 through November 16, 2007.
- b) RESOLVED that the Woodbury Board of Education hereby approves a leave of absence under the FMLA for Jacob A. Davis, Jr., Lead Custodian, from December 7, 2007 through on or about January 4, 2008.

6. High School Evening Activities Monitor

RESOLVED that the Woodbury Board of Education hereby approves the appointment of Jacob, Davis, Jr. as the High School Evening Activities Monitor commencing December 17, 2007 through February 29, 2008, not to exceed 20 hours per week. Mr. Davis will be compensated at a blended time 1½ hourly rate of pay.

7. AVID Tutor

RESOLVED that the Woodbury Board of Education hereby approves Ian Cromwell as an AVID Tutor for up to 4 hours per week at the rate of \$10 per hour.

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

D. STUDENTS & PROGRAMS1. 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 #1816 at Bankbridge North, effective November 5, 2007, at the per diem cost of \$147.
- b) RESOLVED that the Woodbury Board of Education hereby approves an out-of-district placement for the 2007-08 school year for student #061067 at Bankbridge School (Alternative High School,) effective November 19, 2007, at the per diem cost of \$87.50.

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
081015	10/16/07 – 11/12/07	10	Natalie Patrizio	Per Administration
033077	10/23/07 – 10/29/07	10	Jill Stockdale	Per Administration
075024	11/05/07 – 01/05/08	10	Brookfield	Medical
053045	11/01/07 – 06/17/08	*	Jennifer Guerin	Medical

*As Needed – Per 504 Plan

- b) RESOLVED that the Woodbury Board of Education hereby approves the assignment of the following instructors for previously approved homebound students:

Student ID#	Time Frame	Hrs. Per Week	Home Instruction Provider
054132	10/17/07 – 06/17/08	10	Shannon Rehman Trinna Savage
0304124	10/17/07 – 01/3-/08	10	Tiffany Corsey Trinna Savage

3. Winter Sports Schedules

RESOLVED that the Woodbury Board of Education hereby approves the Winter Sports Schedule. (Exhibit 08-59)

4. Senior Class Trip

RESOLVED that the Woodbury Board of Education hereby approves the Senior Class Trip to Disney World, Florida, from Thursday, June 5 to Sunday June 8, 2008. The approximate cost per pupil is \$835. Chaperones will be Marc Cannuli, Colleen DiRienzo, and Grant Shivers.

5. Homeless Students

RESOLVED that the Woodbury Board of Education hereby approves contracts for homeless students as per Exhibit 08-60.

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

E. BUSINESS & FINANCIAL

1. 2006-2007 Audit

- a) RESOLVED that the Woodbury Board of Education hereby accepts the audit report performed by Holman & Frenia, P.C. for the 2006-2007 school. A synopsis of the report was distributed. (Exhibit 08-61)
- b. RESOLVED that the Woodbury Board of Education hereby approves the Corrective Action Plan for the audit recommendation 2007-08 in the 2006-07 audit. (Exhibit 08-62)

2. Health Insurance Plan Renewal

RESOLVED that the Woodbury Board of Education hereby approves the renewal of Horizon Blue Cross/Blue Shield of New Jersey through the Bank of America Corporate Insurance Agency with new rates effective November 1, 2007 through June 30, 2008. (Exhibit 08-63)

3. Checking Account

RESOLVED that the Woodbury Board of Education hereby approves opening the following checking account:

<u>Department</u>	<u>Req. Signatures</u>	<u>Signers</u>	<u>Alternate Signers</u>
Athletic	2	Grant Shivers Harold O'Neil	Denise Dunham Joseph Jones

4. Secretarial/Clerical Recognition of WEA

- a) RESOLVED that the Woodbury Board of Education hereby recognizes the Woodbury Educational Association (WEA) as the majority representative of the Woodbury Public Schools Clerical Employees, effective November 28, 2007.
- b) RESOLVED that the Woodbury Board of Education hereby approves a Sidebar Agreement for the Woodbury Public School Clerical Employees defining membership in the Woodbury Education Association. (Exhibit 08-64)

5. Use of Facilities by Outside Groups

- a) RESOLVED that the Woodbury Board of Education hereby approves use of the Auditorium at Woodbury Junior-Senior High School by the Woodbury Soccer Club on Friday, January 18, 2008. (User: Class II)
- b) RESOLVED that the Woodbury Board of Education hereby approves use of the Cap Paine Gymnasium and the 'New' and 'Old' Cafeterias at the Woodbury Junior-Senior High School by the City of Woodbury Youth Basketball League from December 1, 2007 through February 28, 2008. (User: Class II)
- c) RESOLVED that the Woodbury Board of Education hereby approves use of the Auditorium, 'New' Cafeteria, and one classroom by the Evergreen Avenue PTO on January 24-25, 2008. (User: Class I)
- d) RESOLVED that the Woodbury Board of Education hereby approves use of the Auditorium at the Woodbury Junior-Senior High School by the Woodbury Junior Women's Club on Wednesday, January 16, 2007. (User: Class II)

6. Change Orders

RESOLVED that the Woodbury Board of Education hereby approves the following change orders:

AA COR#	RAA CO#	Submitted	Description	COR Amount	Initiated by
28R1	24	11/19/07	Underdrain at retaining wall G due to continuous water infiltration at track base	23,673.00	CC
34	22	10/17/07	DEP final cost on SB-1 work (at track curve of SB-1 area)	31,135.	DEP
35	23	10/17/07	Track sub-base remediation – S. side (due to pumping base and clay pipe removal)	73,799.	CC
38	26	11/5/07	Credits for aluminum rails/add gym step rail, deck support, hatch rail, upgrade scoreboard steel	<\$1,085.>	AD/OR
39	25	11/16/07	Chain link fencing	<\$1,460.>	AAI/OR
40	28	11/16/07	Pressbox counters	\$1,875.00	OR
41	29	11/16/07	Delete general allowance	<\$20,000.>	AD
42	27	11/19/07	Remedial work at existing stair tower Caulking & lintel	\$9,111.	AD

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

7. Temporary Note Extension

RESOLVED that the Woodbury Board of Education hereby approves to extend to McManimon and Scotland the temporary \$5,000,000 note of December 5, 2006 for one additional year, with a new end date of December 5, 2008.

8. Workshops

- a) RESOLVED that the Woodbury Board of Education hereby approves a series of workshops with students during the 2007-08 school year, entitled, "Gathering the Masters," by Foundation 2000, Inc., at a cost not to exceed \$6,000.
- b) RESOLVED that the Woodbury Board of Education hereby approves "Anger Management" sessions for students during the 2007-08 school year, with ABC Education Consultants, LLC, at a cost not to exceed \$3,500.

9. Approval of Contracts – Supplemental Educational Services

RESOLVED that the Woodbury Board of Education approves the contracts of the following vendors to provide Supplemental Educational Services for identified students in the Jr.-Sr. High School for the 2007-08 school year.

The Tutoring Club – Sewell, NJ

Rowan University Clinical Services – Glassboro, NJ

10. Submission of Grant Proposal

RESOLVED that the Woodbury Board of Education hereby approves a request to submit a grant proposal to the Electronic Data Systems Corporation in the amount of \$1,500 to support the Video Productions/Communications course offered at WHS.

11. Reimbursement of Funds

RESOLVED that the Woodbury Board of Education hereby approves the submission of application to receive funds from the New Jersey Department of Education, Office of Special Education Programs, in the amount of \$1,464.21, as reimbursement for local expense for educational assessment materials used as part of the Early Childhood Special Education Outcome Study.

12. Sale of Bleachers

RESOLVED that the Woodbury Board of Education hereby approves the sale of unusable metal bleacher seating from the old stadium home seating side.

13. 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. (Exhibit 08-65)

Motion: _____

Second: _____

Roll Call Vote: Yes: _____

No: _____

12. SUPERINTENDENT'S REPORT

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

13. FIRE DRILL REPORTOctober 2007

School	Date	Time	Length of Drill	Comments
Evergreen	10/18/07	9:55 a.m.	2 minutes, 15 seconds	Cloudy
	10/30/07	10:45 a.m.	2 minutes, 20 seconds	Sunny
Walnut	10/10/07	1:00 p.m.	1 minute, 2 seconds	Sunny
	10/22/07	12:50 p.m.	59 seconds	Sunny
West End	10/09/07	2:40 p.m.	1 minute, 15 seconds	Cloudy, hot, humid
	10/22/07	11:00 a.m.	1 minute, 30 seconds	Sunny, breezy
Jr.-Sr. High	10/16/07	1:27 p.m.	3 minutes	Sunny
	10/29/07	9:05 a.m.	3 minutes	Sunny

14. 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

15. REPRESENTATIVES

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

16. FUTURE DATES

- November 29, 30 and December 1, 2007 – Strategic Planning Sessions*
- December 1, 2007 – PTSA Holiday House Tour – 7:00pm through 8:00pm*
- December 4, 2007 – School Safety – Everyone’s Business – 7:00pm*
- December 5, 2007 – Personnel Committee Meeting – 6:00pm***
- December 5, 2007 – Elementary Band Concert – @ the High School – 7:00pm*
- December 6, 2007 – Walnut Street School H.S.A. Meeting – 7:00pm*
- December 6, 2007 – West End PTA Meeting – 7:00pm*
- December 11, 2007 – Evergreen PTO Meeting – 7:00pm*
- December 12, 2007 – Communication Committee – 6:00pm***
- December 12, 2007 – Choir Holiday Recital – 7:00pm*
- December 13, 2007 – High School Band Concert – 8:00pm*
- December 17, 2007 – Choir Holiday Concert – 8:00pm*
- December 19, 2007 – Board of Education Meeting – 7:00pm***

17. MEETING OPENED TO THE PUBLIC FOR COMMENT

18. ADJOURNMENT TO END BOARD MEETING

Motion: _____ Second: _____

Roll Call Vote: Yes: _____ No: _____

Time: _____