

**BOARD OF EDUCATION MEETING**  
**December 19, 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 – Walnut Street Elementary School
- Presentation – Draft Strategic Plan

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 Board of Education Meeting held on November 28, 2007.
2. Secretary’s Report  
RESOLVED that the Woodbury Board of Education hereby approves the October 2007 Secretary’s Report. (Exhibit 08-66)
3. Treasurer’s Report  
RESOLVED that the Woodbury Board of Education hereby approves the October 2007 Treasurer’s Report. (Exhibit 08-67)
4. Transfers  
RESOLVED that the Woodbury Board of Education hereby approves the transfers in line accounts in accordance with the lists submitted. (Exhibit 08-68)
5. Payment of Bills  
RESOLVED that the Woodbury Board of Education hereby approves the payment of bill lists without exception. (Exhibit 08-69)
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 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 October, 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. Employment

RESOLVED that the Woodbury Board of Education hereby approves the employment of Jennifer Polis as Interim Teacher of Pre-K at Evergreen School from December 6, 2007 to on or about February 4, 2008 at a salary of \$75.00 per diem, no benefits.

2. Leave of Absence

RESOLVED that the Woodbury Board of Education hereby approves a leave of absence under the FMLA for Dawn Seigel from December 7, 2007 through on or about February 4, 2008.

3. Horizontal Advancement on the Salary Guide

RESOLVED that the Woodbury Board of Education hereby approves a horizontal move on the salary guide, effective February 1, 2008, for the following teachers:

<u>Teacher</u>	<u>Advancement to:</u>
Gina Friedman	MA
Carmen Davis	BA+15

4. Stipend Adjustments

a) RESOLVED that the Woodbury Board of Education hereby approves to adjust the stipend of Susan Berting as Advisor for the JHS Renaissance Club from \$940 to \$470 to allow for a Co-Advisor with a split stipend.

b) RESOLVED that the Woodbury Board of Education hereby approves the following department chairperson stipend adjustments:

<u>Teacher</u>	<u>Adjusted Stipend Amount</u>
Robyn Sole	\$4,597.50
Christopher Sheppard	\$4,597.50
Yael Emenecker	\$4,597.50

5. Extra-Curricular

a) RESOLVED that the Woodbury Board of Education hereby rescinds the appointment of Marcella Linkert as Elementary Yearbook Advisor at West End School.

b) RESOLVED that the Woodbury Board of Education hereby approves the athletic extra-curricular appointments for the 2007-08 fiscal year as follows:

<u>Position</u>	<u>Sport</u>	<u>Appointment</u>	<u>Step/Stipend</u>
Assistant Coach	Indoor Track	Ted Morrison	1/\$2,252
Volunteer Coach	Girls Basketball	Eliza Cadorette	N/A

- c) RESOLVED that the Woodbury Board of Education hereby approves the non-athletic extra-curricular appointments for the 2007-08 fiscal year as follows:

Position	Activity	Appointment	Stipend
Advisor (West End)	Elem. Yearbook	Debra Rath	\$716*
Co-Advisor	JHS Renaissance	Yael Emenecker	\$470
Choreographer	Musical	Heather McCumber	\$1093
Advisor	REBEL	Donna Lacovara	\$863

\*Adjustment: Ms. Rath was previously approved to split the assignment at ½ stipend.

6. Substitutes – 2007-08

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

Myers, Christina - Woodbury, NJ – Sub. Cert. – K-12

Buckley, Suzanne - Woodbury, NJ – Sub. Cert. – K-12

Swartwood, Warren - Glassboro, NJ – Std. Cert. – Teacher of Science

7. Homebound Instructor – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves Ralph E. Douglas as a homebound instructor for the 2007-08 school year.

8. Mentors

RESOLVED that the Woodbury Board of Education hereby approves the following mentors for the 2007-08 school year:

Teacher	Mentor	Building
Albert Kilpatrick	Colleen Fitzgerald	Jr.-Sr. High School
Marianne Costello	Shannon Rehman	Evergreen Avenue School

9. Additional Compensation

RESOLVED that the Woodbury Board of Education hereby approves compensation in the amount of \$38.83 per diem to instruct additional science courses (1.2 courses beyond maximum of 6 courses) in the Jr.-Sr. High School from December 10, 2007 through December 20, 2007.

10. Curriculum Writing Project

RESOLVED that the Woodbury Board of Education hereby approves compensation for four(4) hours each at the Special Projects Rate of \$30 per hour to the following teachers for an AVID Pathways curriculum writing project:

Yael Emenecker

Albert Kilpatrick

### 11. School Nurse Practicum

RESOLVED that the Woodbury Board of Education hereby approves the following Rowan University school nursing student practicum request beginning January 22, 2008 through May 9, 2008:

<u>Rowan Student</u>	<u>Cooperating Staff Member</u>	<u>School Assigned</u>
Elaine Taormina	Madeline Mills	Evergreen

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

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

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

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

## C. **PERSONNEL – SUPPORT**

### 1. Resignations

- a) RESOLVED that the Woodbury Board of Education hereby accepts the resignation of Elizabeth Rafter, Special Education One-to-One Aide at West End Memorial School, effective December 14, 2007.
- b) RESOLVED that the Woodbury Board of Education hereby accepts the resignation of Shante Miller, Instructional Assistant at Evergreen Avenue School, effective December 10, 2007.
- c) RESOLVED that the Woodbury Board of Education hereby accepts the resignation of George O. Rapone, Custodian at West End Memorial School, effective November 28, 2007.

### 2. Employment

- a) RESOLVED that the Woodbury Board of Education hereby approves the employment of Heather Chambers as Instructional Assistant at Evergreen Avenue School beginning January 2, 2008 for 29 hours per week at a rate of \$16 per hour.
- b) RESOLVED that the Woodbury Board of Education hereby approves the employment of Theresa Gauthier as Building Aide at Evergreen Avenue School beginning January 2, 2008 for 20 hours per week at a rate of \$11 per hour.
- c) RESOLVED that the Woodbury Board of Education hereby approves the employment of Veronica Beck as Custodian to start upon receipt of Criminal History Approval at a salary of \$23,300 (pro-rated).

### 3. Substitutes

RESOLVED that the Woodbury Board of Education hereby approves the employment of Josephine Carr as a substitute secretary effective February 1, 2008.

4. High School Evening Activities Monitor

RESOLVED that the Woodbury Board of Education hereby approves the appointment of Anton Goral as the High School Evening Activities Monitor commencing January 9, 2008 through February 15, 2008, not to exceed 20 hours per week. Mr. Goral will be compensated at a blended time 1½ hourly rate of pay.

5. AVID Tutor

RESOLVED that the Woodbury Board of Education hereby approves the following as AVID Tutors for up to 6 hours per week at the rate of \$10 per hour.

Bruce Vail  
Robin Ciervo

6. AVID Tutor Amendment

RESOLVED that the Woodbury Board of Education hereby approves to amend the maximum number of hours for Ian Cromwell, AVID Tutor, from 4 hours per week to 6 hours per week at the rate of \$10 per hour.

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

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

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

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

**D. STUDENTS & PROGRAMS**

1. Out of District Placements – 2007-08

RESOLVED that the Woodbury Board of Education hereby approves the following out-of-district placements for the 2007-08 school year:

<u>Student</u>	<u>Effective Date</u>	<u>Facility</u>	<u>Program Cost</u>	<u>Reason</u>
#1772	11/29/2007	Bankbridge North	\$147/per diem	Modified IEP

2. Homeless Students

RESOLVED that the Woodbury Board of Education hereby approves contracts for homeless students as per Exhibit 08-70.

3. Homebound Instruction

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

<u>Student ID#</u>	<u>Time Frame</u>	<u>Hrs. Per Week</u>	<u>Home Instruction Provider</u>	<u>Reason</u>
064070	12/03/07 – TBD	5	Brookfield	Medical

4. Calendar Change

RESOLVED that the Woodbury Board of Education hereby approves a change in the school calendars (elementary and secondary) as follows:

<u>Date</u>	<u>Change</u>
02/05/2008	Shall become a ½ day session for students, in-service day for staff
04/16/2008	Shall become a full-day session for students and staff

5. Policy Updates

RESOLVED that the Woodbury Board of Education hereby approves the first reading of new and updated policies as listed in Exhibit 08-71.

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

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

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

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

**E. BUSINESS & FINANCIAL**1. NCLB Grant Award

RESOLVED that the Woodbury Board of Education hereby approves acceptance of the NCLB Consolidated FORMULA Grant, grant no.: NCLB586008, pending the availability of funds, by the New Jersey Department of Education for the following amounts:

<u>Program Name</u>	<u>Amount</u>
NCLB Title I – Part A	\$465,580.00
NCLB Title II – Part A	\$127,761.00
NCLB Title II – Part D	\$ 2,959.00
NCLB Title IV	\$ 10,760.00
NCLB Title V	\$ 3,356.00

2. Extension of Monthly Rental of Shoring Equipment

RESOLVED that the Woodbury Board of Education hereby approves to extend the monthly rental of shoring equipment at a cost of \$1,275 per month through June 2008 with Fred M. Schiavone Construction, Inc.

3. Agreement for Educational Management

RESOLVED that the Woodbury Board of Education hereby approves to enter into an agreement with Educational Management by Computer Center for the School Requisition System effective July 1, 2007 through June 30, 2008 at the cost of \$5,000.

4. Bid Threshold

RESOLVED that the Woodbury Board of Education hereby approves to amend the bid threshold set at \$29,000 in April, 2007, to \$21,000 for the remainder of this organizational term until the Board next organizes in 2008.

5. Early Childhood Program Aid

RESOLVED that the Woodbury Board of Education hereby approves submission of the 2008-09 Early Childhood Program Aid (ECPA) Plan to the Department of Education.

6. Travel and Work Related Expenses

- a) RESOLVED that the Woodbury Board of Education hereby approves the resolution for reimbursement of travel and work related expenses for employees. (Exhibit 08-72)
- b) RESOLVED that the Woodbury Board of Education hereby approves the resolution for reimbursement of travel and work related expenses for Board Member(s). (Exhibit 08-73)

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

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

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

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

10. SUPERINTENDENT'S REPORT

- Superintendent's Report – as submitted

11. FIRE DRILL REPORT

November 2007

School	Date	Time	Length of Drill	Comments
<b>Evergreen</b>	11/28/07	10:10am	1 minute, 25 seconds	Sunny, chilly
	11/29/07	1:35pm	1 minute, 40 seconds	Sunny
<b>Walnut</b>	11/27/07	9:25am	57 seconds	Sunny
	11/29/07	10:30am	1 minute 16 seconds	Partly sunny
<b>West End</b>	11/16/07	9:50am	1 minute, 25 seconds	Sunny, breezy, cool
	11/30/07	11:00am	1 minute, 30 seconds	Sunny, cool
<b>Jr.-Sr. High</b>	11/21/07	12:10pm	2 minutes	Sunny
	11/27/07	10:46am	4 minutes	Partly cloudy

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

***December 19, 2007 – Board of Education Meeting – 7:00pm***  
***January 3, 2008 – West End P.T.A. Meeting – 7:00pm***  
***January 3, 2008 – Walnut Street School H.S.A. Meeting – 7:00pm***  
***January 8, 2008 – Evergreen P.T.O. Meeting – 7:00pm***  
***January 9, 2008 – Financial Aid Workshop @ Jr.-Sr. High School – 7:00pm***  
***January 14, 2008 – Property Committee Meeting – 6:00pm (Note – Moved from January 23<sup>rd</sup>)***  
***January 15, 2008 – Music in the House, 4<sup>th</sup> Grade Family Night @ Evergreen – 6:00pm***  
***January 16, 2008 – Policy Committee Meeting – 6:00pm***  
***January 22, 2008 – Jr.-Sr. High School PTSA Meeting – 7:00pm***  
***January 23, 2008 – Board of Education Meeting – 7:00pm***  
***January 31, 2008 – Personnel Committee Meeting – 6:00pm***

15. MEETING OPENED TO THE PUBLIC FOR COMMENT

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 collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (specific contract(s): WASA and WPSCE);
- ✓ 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 the Superintendent: negotiation of new contract);

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.

17. ADJOURNMENT TO END BOARD MEETING

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

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

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

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

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