

BOARD OF EDUCATION MEETING
December 17, 2008
Woodbury Jr.-Sr. High School Auditorium
7:00 P.M.

1. CALL MEETING TO ORDER

The meeting of the Board of Education, City of Woodbury, was held on the above date. Mr. Gwalthney opened the meeting at 7:00 PM and read the opening statements.

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

Mr. Abbott	Present	Mr. Hughes	Present
Mr. Chiesa	Present	Mr. Lonabaugh	Present
Mrs. Dennen	Present	Ms. Moore	Present
Mr. Gwalthney	Present	Mr. Toole	Present
Ms. Hill	Absent	James Jones (Student Rep.)	Present

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

- Jr.-Sr. High School

Mrs. Dunham treated the board with a holiday performance by the Woodbury Traveling Choir. She also presented Scott Bassler to the board meeting and spoke about his great performance on the PSAT.

Additionally, Mrs. Dunham presented Myra Galloway, a 12th grade student who was accepted to attend the Governor’s School of Art (Creative Writing). Ms. Galloway recited a poem that she had written to the Board. Lastly, an in depth presentation of the AVID program was given. Five seniors read testimonies of what AVID has done for them. Three AVID teachers told their opinion of the AVID program. An AVID fair was presented that featured AVID binders and Tutorology.

- Holman & Frenia, P.C. – School District 2007-08 Audit

Mike Holt gave the Board a brief synopsis of the audit report.

7. OPEN MEETING TO PUBLIC FOR COMMENT

Open: Motion Ms. Moore Second Mr. Chiesa

Close: Motion Mr. Chiesa Second Mrs. Dennen

8. AGENDA

A. ROUTINE MATTERS

1. Approval of Minutes

The Woodbury City Board of Education hereby approved the minutes of the Board of Education Meeting held on November 19, 2008.

2. Secretary’s Report

The Woodbury City Board of Education hereby approved the November 2008 Secretary’s Report. (Exhibit 09-63)

3. Treasurer’s Report

The Woodbury City Board of Education hereby approved the November 2008 Treasurer’s Report. (Exhibit 09-64)

4. Transfers

The Woodbury City Board of Education hereby approved the transfers in line accounts in accordance with the lists submitted. (Exhibit 09-65)

5. Payment of Bills

The Woodbury City Board of Education hereby approved the payment of bill lists without exception. (Exhibit 09-66)

6. Revenue Amounts/Sources

The Woodbury City Board of Education recognized 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 November, 2008. The Board Secretary certified 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 certified, 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: Mrs. Dennen

Second: Mr. Chiesa

Roll Call Vote: Yes: 8

No: 0

Items # 1-7

Item #1 – abstained – Frank Gwalthney

B. PERSONNEL – PROFESSIONAL

1. Job Description

The Woodbury City Board of Education hereby approved Job Description – Evening Library Program Coordinator. (Exhibit 09-67)

2. Retirement

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby acknowledged the retirement George Voss, Teacher of Technology/Industrial Arts at Woodbury Jr.-Sr. High School for more than twenty-eight years. Mr. Voss’ last day of regular employment will be February 28, 2009.

3. Employment

a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Trinna Savage as Teacher of Grade 4 at West End Memorial Elementary School, at a salary of \$46,142 (BA/Step 1), pro-rated, beginning January 5, 2009.

b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Christine Kremer as Interim Teacher of Grade 4 at Walnut Street Elementary School, beginning on or about February 13, 2009, through the balance of the school year, at a rate of \$125 per diem, no benefits.

c) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Sharron Knauss as the Evening Library Program Coordinator for the Woodbury Public School District, for eight hours per week at the Special Projects Rate, beginning January 5, 2009, through the balance of the school year.

4. Extra-Curricular – 2008-09

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the appointment of the following additional faculty members to serve as monitors for administrative detention for the 2008-09 school year on an as needed basis, at the Special Projects Rate:

Maria Lario-Schuman
Yael Tamar Emenecker

5. Mentoring

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the following mentoring match for the provisional teacher program:

<u>Novice Teacher</u>	<u>Mentor Match</u>	<u>Term</u>
Trinna Savage	Krista Javadi	20 weeks

6. Intern Placement

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the Speech and Language intern placement of Lindsey Clark, a LaSalle University student, under the direction and supervision of Karen Capozzi, beginning January 2009, through May 2009.

7. Rowan Student Teacher Placements

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the student teacher placements from Rowan University for Spring 2009. (Exhibit 09-68)

8. Substitutes

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of following substitute teachers for the 2008-09 school year:

Barbara Linkert; Westville, NJ – Standard Certification (Elementary)

Motion: Mrs. Dennen

Second: Mr. Chiesa

Roll Call Vote: Yes: 8

No: 0

Items #1-8**C. PERSONNEL – SUPPORT**1. Leave of Absence

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved a leave under FMLA for Antoinette McGeehan, Instructional Assistant at Woodbury Jr.-Sr. High School, from December 15, 2008, through on or about January 23, 2009.

2. Resignations

- a) The Woodbury City Board of Education hereby accepted the resignation of Michelle Vicari, Building Aide at Evergreen Avenue Elementary School, effective November 17, 2008.
- b) The Woodbury City Board of Education hereby accepted the verbal resignation of Melina Jaggard as Custodian for the Woodbury Public School District, effective November 28, 2008.
- c) The Woodbury City Board of Education hereby accepted the resignation of Kathleen Hickman, Lunchroom Aide at West End Memorial Elementary School, effective December 15, 2008.

3. Employment

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the emergent hiring of Lisa Steinberg as Building Aide at Evergreen Avenue Elementary School for twenty hours per week at a rate of \$11.33 per hour, no benefits, beginning December 18, 2008.
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of James Roesly as a full-time Night Custodian for the Woodbury Public School District to start upon receipt of Criminal History approval, at a salary of \$23,000, pro-rated.
- c) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the emergent hiring of JoAnn Nickolson as Lunchroom Aide at West End Memorial Elementary School for twenty hours per week at a rate of \$7.58 per hour, no benefits, beginning December 18, 2008.

4. High School Evening Activities Monitor

The Woodbury City Board of Education hereby ratified and affirmed the appointment of Jacob, Davis, Jr., as the High School Evening Activities Monitor beginning December 1, 2008, through March 7, 2009, not to exceed twenty hours per week, at a rate of \$8.00 per hour (blended-time overtime, when appropriate).

5. Senior High School Band Trip

- a) The Woodbury City Board of Education hereby approved the cancellation of the Senior High School Class Band Trip, originally approved on March 26, 2008, to Nassau, Bahamas aboard the Carnival Fascination Cruise Ship.
- b) The Woodbury City Board of Education hereby approved a trip for the Senior High School Class Band, approximately fifty (50) students, to attend the 2009 National Freedom Fest in New York City on the dates of Thursday, March 19, 2008, through Sunday, March 22, 2009, at a cost of approximately \$550 per student, to be paid by the individuals attending. Chaperones will be Dr. Joseph DiMenna, one (1) additional staff member, and one (1) administrator.

6. Policy and Regulation Updates

The Woodbury Board of Education hereby approved the new and updated policies and mandated regulations. (Exhibit 09-72)

Motion: Mrs. Dennen

Second: Mr. Chiesa

Roll Call Vote: Yes: 8

No: 0

Items #1-6

E. BUSINESS & FINANCIAL

1. Retirement Plan Adoption Agreement

The Woodbury City Board of Education hereby approved the submission of the OMNI Group, Inc. model 403(b) Retirement Plan Adoption Agreement to become effective on January 1, 2009.

2. Retirement Plan Provider

The Woodbury City Board of Education hereby approved Midland National as a 403B provider for the district effective January 1, 2009.

3. Approval of Contract – Supplemental Educational Services

The Woodbury City Board of Education approved the contract to the Tutoring Club, Sewell, NJ to provide Supplemental Educational Services for identified students in the Jr.-Sr. High School and the Evergreen Avenue Elementary School for the 2008-09 school year.

4. 2007-2008 Audit

The Woodbury City Board of Education hereby accepted the audit report performed by Holman & Frenia, P.C. for the 2007-2008 school year. A synopsis of the report was distributed. (Exhibit 09-73)

5. Change Orders

The Woodbury City Board of Education hereby approved the following change order to Delaware Valley Mechanical for HVAC renovations:

CO#	Description	COR Amount	Initiated by
17	<ul style="list-style-type: none"> Replace two Airdale cabinet doors 	\$3,120.00	OR

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

6. Use of Facilities by Outside Groups

- a) The Woodbury City Board of Education hereby ratified and affirmed the use of the All-Purpose Room(s) at West End Memorial and Evergreen Avenue Schools, and the Old and New Cafeteria and Cap Paine Gymnasium at Woodbury Jr.-Sr. High School, by Woodbury Youth Basketball, for basketball practice and games, beginning December 1, 2008, through March 7, 2008, from 7:15pm through 10:00pm when no school activities are taking place. (User: Class II)
- b) The Woodbury City Board of Education hereby ratified and affirmed the use of the football field and scoreboard at Woodbury Jr.-Sr. High School, by the Woodbury Midget Football League for the Midget Football Superbowl, on November 29, 2008, from 11:00am through 4:00pm. (User: Class II)
- c) The Woodbury City Board of Education hereby ratified and affirmed the use of the All Purpose Room at Walnut Street Elementary School by H.S.A. parent organization for the Holiday Shop on December 8, 2008, through December 10, 2008, from 9:00am through 3:00pm. (User: Class I)
- d) The Woodbury City Board of Education approved the use of the All Purpose Room at Walnut Street Elementary School by H.S.A. parent organization for a Make-a-Gift program on December 19, 2008, from 3:00pm through 3:30pm. (User: Class I)

7. Travel and Work Related Expenses

The Woodbury City Board of Education hereby approved the resolution for reimbursement of travel and work related expenses for employees. (Exhibit 09-74)

Motion: _____ Ms. Moore _____

Second: _____ Mrs. Dennen _____

Roll Call Vote: Yes: 8

No: 0

Items #1-7

9. SUPERINTENDENT'S REPORT

- Superintendent's Report – as submitted

Mr. Abbott suggested a follow up or a progress report on how the students have been doing in AVID.

- School Business Administrator's Report – as submitted

10. FIRE DRILL REPORT

November 2008

School	Date	Time	Length of Drill	Comments
Evergreen	11/17/08	1:15pm	1 minute, 45 seconds	Sunny, chilly
	11/17/08	1:35pm	1 minute, 55 seconds	Sunny, chilly
Walnut	11/24/08	10:50am	1 minute, 25 seconds	Sunny, very cold
	11/26/08	10:45am	1 minute, 24 seconds	Sunny, cold
West End	11/10/08	2:05pm	1 minute, 10 seconds	Sunny, cool
	11/20/08	11:05am	1 minute, 30 seconds	Cloudy, cold, flurries
Jr.-Sr. High	11/11/08	11:18am	2 minutes	Sunny
	11/24/08	9:47am	2 minutes	Sunny

11. COMMITTEE REPORTS

Personnel Committee – Lynn Jennings Dennen, Chairperson – reported there will be a meeting January 2009.

Property Committee – Anthony Chiesa, Chairperson – no report.

Finance Committee – Mary Ellen Moore, Chairperson –

Communications Committee – Jerry Lonabaugh, Chairperson – no report.

Policy Committee – Diane Hill, Chairperson – no report.

12. REPRESENTATIVES

Gloucester County School Board – Frank Gwalthney – questioned whether school districts that may need to cut personnel be required to still pass the AYP.

NJSBA Legislative Delegate – Frank Gwalthney

City Council Liaison – Anthony Chiesa

Student Body Representative – James Jones – reported that the student body would like to have a powder puff football game to raise money. He also reported that the student body would like to have a study hall period for students to do their homework.

13. FUTURE DATES

Date	Event	Time
December 16, 2008	Junior High School Choir Concert	8:00pm
December 17, 2008	Board of Education Meeting	7:00pm
December 18, 2008	High School Band Concert	8:00pm
December 22, 2008	High School Choir Concert	8:00pm
January 7, 2009	Financial Aid Workshop	7:00pm
January 8, 2009	H.S.A. Meeting; Walnut	7:00pm
January 8, 2009	P.T.A. Meeting; West End	7:00pm
January 13, 2009	P.T.O. Meeting; Evergreen	7:00pm
January 19, 2009	Martin Luther King Day – No School	~~~~~
January 20, 2009	P.T.S.A. Meeting; Jr.-Sr. High School	7:30pm
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	Elementary Chinese New Year; Jr.-Sr. High School	6:30pm

14. MEETING OPENED TO THE PUBLIC FOR COMMENT

Open: Motion Mr. Chiesa Second Mr. Toole

Close: Motion Ms. Moore Second Mr. Chiesa

15. ADJOURNMENT TO END BOARD MEETING

Motion: Ms. Moore Second: Mr. Chiesa

Roll Call Vote: Yes: 8 No: 0

Time: 9:00am

Respectfully Submitted,

Kara L. Huber, Board Secretary