

BOARD OF EDUCATION MEETING
December 19, 2007
Board of Education Meeting Room
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 called the meeting to order at 7:00pm, 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, 2007.

3. ROLL CALL

Mrs. Dennen	Present	Mr. Abbott	Arrived at 7:05pm
Mr. Chiesa	Present	Ms. Hill	Present
Mr. Hughes	Present	Mr. Lonabaugh	Absent
Ms. Moore	Present	Mr. Toole	Present
Mr. Gwalthney	Present		

4. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

5. MISSION STATEMENT

6. PRESENTATION / DISCUSSION ITEMS

- Presentation – Walnut Street Elementary School

Dr. Jeff Adams, Principal of Walnut Street School, Mrs. Christine Pierce, Teacher of Grade 4, and six students from the Walnut Street School presented to the Board of Education their project of exchanging letters with pen-pals of the 735th Combat Support Company in Iraq. Each of the students read one of their letters to the Board and public in attendance. They also displayed a USA flag sent to them by the 735th, which was flown over their base, Camp Ashraf in Iraq. The students presented a certificate to the Board representing the flag flown in Iraq as well as acknowledging the support of the Walnut Street School fourth and fifth grade classes. Mrs. Pierce's brother-in-law, Brandon Pierce, is a member of the 735th Combat Unit and a pen-pal.

◦ Presentation – Draft Strategic Plan

Mr. Jones made a brief presentation to the Board and public of a draft of the Strategic Plan. There were five members (teachers and public) and four Board members present tonight who also gave a brief insight into the plan and process. Mrs. Knauss commended the two students who served on the Strategic Planning Committee and also commented on the wide range of community involved.

Mr. Jones stated the process is continuing and he is asking for volunteers for the next phase.

7. OPEN MEETING TO PUBLIC FOR COMMENT ON AGENDA ITEMS

MOTION TO OPEN THE MEETING TO THE PUBLIC COMMENT ON AGENDA ITEMS:

Motion: Ms. Moore Second: Mrs. Dennen
Voice Vote: Yes: 8 No: 0

MOTION TO CLOSE THE MEETING TO THE PUBLIC COMMENT ON AGENDA ITEMS:

Motion: Ms. Moore Second: Mrs. Dennen
Voice Vote: Yes: 8 No: 0

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

MOTION TO OPEN THE MEETING TO THE PUBLIC COMMENT ON NON - AGENDA ITEMS:

Motion: Mrs. Dennen Second: Mr. Toole
Voice Vote: Yes: 8 No: 0

MOTION TO CLOSE THE MEETING TO THE PUBLIC COMMENT ON NON - AGENDA ITEMS:

Motion: Mrs. Dennen Second: Ms. Moore
Voice Vote: Yes: 8 No: 0

9. AGENDA

A. ROUTINE MATTERS

1. Approval of Minutes

The Woodbury Board of Education hereby approved the Minutes of the Board of Education Meeting held on November 28, 2007.

2. Secretary's Report

a) The Woodbury Board of Education hereby approved the October 2007 Secretary's Report. (Exhibit 08-66)

b) The Woodbury Board of Education hereby approved the November 2007 Secretary’s Report. (Exhibit 08-74, attached)

3. Treasurer’s Report

a) The Woodbury Board of Education hereby approved the October 2007 Treasurer’s Report. (Exhibit 08-67)

b) The Woodbury Board of Education hereby approved the November 2007 Treasurer’s Report. (Exhibit 08-75, attached)

4. Transfers

The Woodbury Board of Education hereby approved the transfers in line accounts in accordance with the lists submitted. (Exhibit 08-68)

5. Payment of Bills

The Woodbury Board of Education hereby approved the payment of bill lists without exception. (Exhibit 08-69)

6. Revenue Amounts/Sources

The Woodbury Board of Education recognized 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 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 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: Ms. Moore

Second: Mrs. Dennen

Roll Call Vote: Yes: 8

No: 0

Items #1-7

B. PERSONNEL – PROFESSIONAL1. Employment

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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) The Woodbury Board of Education hereby approved 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) The Woodbury Board of Education hereby approved 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) The Woodbury Board of Education hereby rescinded the appointment of Marcella Linkert as Elementary Yearbook Advisor at West End School.

b) The Woodbury Board of Education hereby approved 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) The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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

Indico, Susanne – Pitman, NJ – Std. Elementary Cert. (additional name)

7. Homebound Instructor – 2007-08

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

8. Mentors

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved compensation in the amount of \$38.83 per diem for Scott Sokolic 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

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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: Ms. Moore Second: Mrs. Dennen

Roll Call Vote: Yes: 8 No: 0

Items #1-11

C. PERSONNEL – SUPPORT

1. Resignations

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

2. Employment

- The Woodbury Board of Education hereby approved 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.
- The Woodbury Board of Education hereby approved 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.
- The Woodbury Board of Education hereby approved the employment of Veronica Beck as Custodian to start upon receipt of Criminal History Approval at a salary of \$23,300 (pro-rated).
- The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved the employment of the following Special Education One-to-One Aide as an emergent hire:

<u>Aide</u>	<u>Assignment</u>	<u>Hours Per Week</u>	<u>Salary</u>
Christopher McManus	West End Memorial School	29	\$10 per hour

3. Substitutes

The Woodbury Board of Education hereby approved the employment of Josephine Carr as a substitute secretary effective February 1, 2008.

4. High School Evening Activities Monitor

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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: Mrs. Dennen

Second: Ms. Moore

Roll Call Vote: Yes: 8

No: 0

Items# 1-6**D. STUDENTS & PROGRAMS**1. Out of District Placements – 2007-08

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved contracts for homeless students as per Exhibit 08-70.

3. Homebound Instruction

The Woodbury Board of Education hereby approved providing homebound instruction for the following students:

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

4. Calendar Change

The Woodbury Board of Education hereby approved a change in the school calendars (elementary and secondary) as follows:

Date	Change
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

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

Motion: _____ Ms. Moore _____

Second: _____ Mrs. Dennen _____

Roll Call Vote: Yes: 8

No: 0

Items #1-5**E. BUSINESS & FINANCIAL**1. NCLB Grant Award

The Woodbury Board of Education hereby approved 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:

Program Name	Amount
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

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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

The Woodbury Board of Education hereby approved 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

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

6. Travel and Work Related Expenses

a) The Woodbury Board of Education hereby approved the resolution for reimbursement of travel and work related expenses for employees. (Exhibit 08-72)

b) The Woodbury Board of Education hereby approved the resolution for reimbursement of travel and work related expenses for Board Member(s). (Exhibit 08-73)

7. Application for Change of Use

The Woodbury Board of Education hereby approved the application requesting County approval for change of use of educational space to utilize the Principal's Office at Walnut School as the Library for the 2007-08 school year.

8. Receipt of Funds

The Woodbury Board of Education hereby accepted the receipt of funds from Rowan University and the New Jersey Department of Education Social Norms Project in the following designations:

Woodbury Junior High School - \$2,500

Woodbury Senior High School - \$2,500

9. Title I and Title IIA Salary Amendments

The Woodbury Board of Education hereby approved the amended Title I and Title IIA salaries for the following teachers for the 2007-08 school year:

	<u>Salary</u>	<u>FTE</u>	<u>Funding %</u>
<u>Title I:</u>			
<u>Reading Recovery Teachers:</u>			
Jeanne Dixon – Evergreen	\$72,425	1.0	100%
Amanda DePaul – Evergreen	\$47,953	.93	100%
JoAnn Watson – West End	\$71,150	1.0	100%

Sheri Peteani – West End	\$72,425	1.0	100%
<u>BSI Teachers:</u>			
Karen Perry – West End	\$60,197	1.0	100%
 <u>Title IIA:</u>			
Eliza Cadorette	\$48,657	1.0	100%

Motion: _____ Ms. Moore _____ Second: _____ Mrs. Dennen _____

Roll Call Vote: Yes: 8 No: 0

Items #1-9 – 6 b - abstained – Mr. Gwalthney – 7 yes, 0 no, and 1 abstained.

10. SUPERINTENDENT’S REPORT

- Superintendent’s Report – as submitted

Mr. Jones reminded the Board of Education that this was Mrs. Jody Carr’s last week of work after serving the district for 25 years. There will be a reception in the Board Room tomorrow between 2:00pm and 4:00pm.

Mr. Jones also asked for Board volunteers to serve on the Teacher of the Year Committee.

Mrs. Dennen, Mr. Chiesa and Mr. Gwalthney volunteered.

11. FIRE DRILL REPORT

November 2007

School	Date	Time	Length of Drill	Comments
Evergreen	11/28/07	10:10am	1 minute, 25 seconds	Sunny, chilly
	11/29/07	1:35pm	1 minute, 40 seconds	Sunny
Walnut	11/27/07	9:25am	57 seconds	Sunny
	11/29/07	10:30am	1 minute 16 seconds	Partly sunny
West End	11/16/07	9:50am	1 minute, 25 seconds	Sunny, breezy, cool
	11/30/07	11:00am	1 minute, 30 seconds	Sunny, cool
Jr.-Sr. High	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 – Mrs. Dennen reported that the Committee met a couple of weeks ago and have begun negotiations with the secretaries and administrators. A report in more detail will be discussed in closed session.

Property Committee – Mary Ellen Moore, Chairperson – no report.

Finance Committee – Mary Ellen Moore, Chairperson – Ms. Moore reported that the Committee met two (2) months ago and are waiting until January and the arrival of the permanent Business Administrator, Kara Huber, to meet again.

Communications Committee – Jerry Lonabaugh, Chairperson – Mrs. Dennen reported that they have met and reviewed the next addition of the White & Gold, Strategic Plan and Action Committee.

Policy Committee – Diane Hill, Chairperson – Mrs. Hill reported that the Committee met and a first reading of the revised policies were passed this evening and a meeting would be scheduled again in January.

13. REPRESENTATIVES

Gloucester County School Board – Frank Gwalthney – no report.

NJSBA Legislative Delegate – Frank Gwalthney – Mr. Gwalthney reported that he would be attending a reception for legislation on January 8, 2008 in Trenton.

City Council Liaison – Anthony Chiesa – Mr. Chiesa reported that the City Council was giving the Sickel’s Center’s new owner and another business a five year abatement. He also explained that the City was experiencing a boiler problem similar to the one the school district had a few years back.

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 23rd)***
- January 15, 2008 – Music in the House, 4th 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

MOTION TO OPEN THE MEETING TO THE PUBLIC COMMENT:

Motion: Ms. Moore
Voice Vote: Yes: 8

Second: Mrs. Dennen
No: 0

Mrs. Knauss expressed some concerns of the heating problems in the Library at Walnut and Evergreen.

Mr. Jones explained that the District is aware of the heating issues and are working on a resolution with the contractors.

Mr. Jenkins referred to an article in the Philadelphia Inquirer concerning "16 Minute Days". He was concerned and asked if we are reading so little that we have to set aside 16 minutes a day to be sure our students read?

Mr. Gwalthney was also thanked for helping the Evergreen PTO with Santa Claus.

MOTION TO CLOSE THE MEETING TO THE PUBLIC COMMENT:

Motion: Ms. Moore
Voice Vote: Yes: 8

Second: Mrs. Dennen
No: 0

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

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 The Woodbury Board of Education hereby declared 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 The Woodbury Board of Education, for the aforementioned reasons, hereby declared 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.

MOTION TO CLOSE THE MEETING TO THE PUBLIC AND ADJOURN INTO EXECUTIVE SESSION:

Motion: Ms. Moore
Voice Vote: Yes: 8
Time: 8:14pm

Second: Mrs. Abbott
No: 0

MOTION TO CLOSE THE EXECUTIVE SESSION AND ADJOURN THE BOARD MEETING

Motion: Ms. Moore
Voice Vote: Yes: 8
Time: 8:59pm

Second: Mrs. Dennen
No: 0

Respectfully Submitted,

Harold E. O'Neil, Jr.,
Interim Business Administrator/Board Secretary