

BOARD OF EDUCATION MEETING
December 22, 2010
Woodbury Jr.-Sr. High School – 7:00pm

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 *Courier Post*, and filing written notice with the Clerk of the City of Woodbury at the time of Reorganization in April, 2010.

3. ROLL CALL

| | | | |
|---------------|-----------------------------|--------------------------|---------|
| Mr. Abbott | Present | Mr. Garlic | Present |
| Mr. Chiesa | Present (arrived at 7:05pm) | Mr. Lonabaugh | Absent |
| Mrs. Dennen | Present | Mrs. White | Present |
| Mr. Gwalthney | Present | Mr. Toole | Present |
| Ms. Hill | Absent | Theodore Johnson | Present |
| | | (Student Representative) | |

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/DISCUSSIONS

- Jr.-Sr. High School Presentation – Mrs. Dunham gave a presentation called Moving Forward and Upward which highlighted different topics such as Herd Huddle, Workplace, Anti-Bullying and a Technology Pilot Program.

Mrs. Dunham congratulated Carly Belko for being the top student in the 2011 National Merit Scholarship Program.

- 2009-10 Report of Audit – Mrs. Huber provided the Board of Education with a synopsis of the 2009-10 audit.

7. OPEN MEETING TO PUBLIC FOR COMMENT

Open: Motion _____ Mrs. Dennen _____ Second _____ Mrs. White _____

Close: Motion _____ Mrs. Dennen _____ Second _____ Mrs. White _____

John Belko, 605 Delaware Street, Woodbury – thanked the Board on their efforts to provide a quality education. He stated that the programs at Woodbury have made a difference in his daughter’s life and announced that his daughter has been accepted in Vassar College.

8. COMMITTEE REPORTS

Communications Committee – Jerry Lonabaugh, Chairperson – no report.

Finance Committee – Anthony Chiesa, Chairperson – reported that the committee will be meeting in January.

Personnel Committee – Lynn Jennings Dennen, Chairperson – no report.

Policy Committee – Diane Hill, Chairperson – Mr. Jones stated that policy updates will be coming in phases and the agenda includes updates from Strauss Esmay.

Property Committee – William Toole, Chairperson – reported that the Committee met and prioritized projects.

9. SUPERINTENDENT’S REPORT

- Superintendent’s Report – as submitted – Mr. Jones stated that the County reviewed the District’s QSAC and that the County Superintendent stated he was impressed with the Woodbury School District. He also stated that an exit conference is scheduled for the first week in January.

Mrs. Dennen reported out about the meeting with the County Superintendent regarding QSAC. She stated that the Board is a leader in Personalized Education and that the Board is a Board of Consensus. She also stated that the County Superintendent stated that the Woodbury School District was Impressive, Dynamic and Transformational.

Mr. Gwalthney stated that the County Superintendent was impressed with the leadership of the District's Superintendent.

Mr. Jones spoke about AVID and that the school is submitting an application to be a demonstration school.

Mr. Jones highlighted the Alumni sponsored Winter Wednesday series.

Mr. Jones stated that 89% of the parents have accessed PowerSchool online for grades and report cards. He stated that the district is moving toward a paperless report card. This should save the district a good amount of money in postage.

- School Business Administrator's Report – as submitted

10. AGENDA

A. STUDENTS & PROGRAMS

1. Homeless

The Woodbury City Board of Education hereby approved contracts for homeless students. (Exhibit 11-62)

2. Homebound Instruction

The Woodbury Board of Education hereby ratified and affirmed the providing of homebound instruction for the following students:

| Student ID# | Time Frame | Hrs. Per Week | Home Instruction Provider | Reason |
|-------------|-------------------|---------------|---------------------------|----------------|
| 120094 | 09/27/10-12/23/10 | 10 | Marcus Berg | Medical |
| 10111 | 10/11/10-11/22/10 | 10 | Ralph Douglas | Medical |
| 100144 | 11/16/10-12/14/10 | 10 | Brooke Glen Hospital | Medical |
| 130000 | 11/17/10-11/24/10 | 10 | Leann Doyle | Administration |
| 9402782582 | 11/18/10-12/23/10 | 10 | Elizabeth Beebe | CST/IEP |
| 9071438074 | 11/19/10-01/31/11 | 10 | Ralph Douglas | CST/IEP |
| 130348 | 11/24/10-12/03/10 | 10 | Ralph Douglas | Administration |

3. Student Placements

- The Woodbury City Board of Education hereby ratified and affirmed the out-of-district placement of student #6577455922 at Bankbridge West, effective November 10, 2010, for the balance of the school year, at a rate of \$174 per diem.
- The Woodbury City Board of Education hereby ratified and affirmed the out-of-district placement of student #9402782582 at YALE School, effective December 16, 2010, for the balance of the school year, at a rate of \$240.78 per diem.

4. 2010-11 Student Field Trips

The Woodbury City Board of Education hereby approved field trips for students. (Exhibit 11-63)

Motion: Mrs. Dennen

Second: Mr. Toole

Roll Call Vote: Yes: 7

No: 0

Items #1-4

B. ROUTINE MATTERS

1. Approval of Minutes

The Woodbury City Board of Education hereby approved the Minutes of the Board of Education Meetings held on November 17, 2010.

2. Secretary's Report

The Woodbury City Board of Education hereby approved the Secretary's Report for October 2010. (Exhibit 11-64)

3. Treasurer's Report

The Woodbury City Board of Education hereby approved the Treasurer's Report for October 2010. (Exhibit 11-65)

4. Transfers

The Woodbury City Board of Education hereby ratified and affirmed the transfers in line accounts in accordance with the lists submitted. (Exhibit 11-66)

5. Payment of Bills

The Woodbury City Board of Education hereby approved the payment of bill lists without exception. (Exhibit 11-67)

6. Revenue Amounts/Sources

The Woodbury City Board of Education recognized the Board Secretary's certification, in accordance with N.J.A.C. 6A:23A-16.10c2, 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 October 2010. The Board Secretary certified that no line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10c3 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:23A-16.10c4, 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:23A-16.10c and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Motion: Mr. Toole Second: Mrs. Dennen

| | Yes | No | Abstained |
|-------------------|------------|-----------|------------------------------|
| Items #1-7 | 7 | 0 | 0 |
| Item #5 | 6 | 0 | 1 Mr. Toole |

C. PERSONNEL – PROFESSIONAL

1. Leave of Absence

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed a leave of absence under the FMLA for Carla McLaughlin, Teacher of Kindergarten at Evergreen Avenue Elementary School, beginning on November 15, 2010, through December 3, 2010.

1A. Job Description

The Woodbury City Board of Education hereby approved Job Description E-15: Occupational Therapist. (Exhibit 11-76)

2. Employment

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Erin Lauk as an Occupational Therapist for the Woodbury City Public School District for the 2010-11 school year, beginning January 3, 2011, at a salary of \$51,879 (MA/Step 2), pro-rated, pending receipt of New Jersey certification and criminal history approval.

3. Additional Employment

- a) The Woodbury Board City of Education, upon the recommendation of the superintendent, hereby approved teachers to work the 2010-11 district-wide family nights. (Exhibit 11-68)
- b) The Woodbury Board City of Education, upon the recommendation of the superintendent, hereby approved teachers for the ASK Academies. (Exhibit 11-69)
- c) The Woodbury Board City of Education, upon the recommendation of the superintendent, hereby approved compensation to Julie Capodanno, Teacher of ESL for the Woodbury City Public School District, for tutoring of students in grades 1 through 12 for a total of sixty (60) hours, at a rate of \$30 per hour, during the 2010-11 school year. (Paid through the 2010-11 Title III NCLB Gloucester County Curriculum Consortium.)
- d) The Woodbury Board City of Education, upon the recommendation of the superintendent, hereby approved compensation to the following to facilitate and coordinate the Golden Bytes program under the Learn and Serve Grant at a rate of \$30 per hour, not to exceed a total amount of \$3,840*:

Eric T. Allen
Kathryn Stalter-Allen

* Funding for salaries has been incorporated within the grant allocation.

4. Mentor

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> |
|-----------------------|---------------------|-------------------------|
| Travis Davis | Barbara Gale | 20 Weeks* (2/3 Stipend) |

*Due to part-time status, the 20 week period will run over a 24 week span.

5. Practicum Placements

- a) The Woodbury Board City of Education hereby approved the counseling internship of Wilmington University student Jacqueline Rosario, under the supervision of Joseph Jarrett, beginning January 2011 through May 2011, for one hundred practicum hours.
- b) The Woodbury City Board of Education hereby approved the following student teacher placements for Spring 2010-11 school year:

| <u>Dates</u> | <u>Cooperating Teacher/Building</u> | <u>Student Teacher</u> | <u>College/University</u> |
|--------------|-------------------------------------|------------------------|---------------------------|
| 1/18-5/6/11 | Kate Bourquin/Jr.-Sr. High School | Michael Ward | Rowan University |
| 1/18-5/6/11 | Tara Casalunova/Annex | Heather Ruple | Rowan University |
| 1/19-6/6/11 | Nancy Runzer/Walnut | Megan Thomas | Rutgers University |
| 1/18-3/25/11 | Kathie Spittal/West End | Caroline Jones | Rowan University |
| 3/28-5/6/11 | Maria Gassner/West End | Caroline Jones | Rowan University |
| 1/18-5/6/11 | Theresa Richman/Walnut | Marissa Dilts | Rowan University |
| 1/18-5/6/11 | Mark Grundel/Evergreen | Janet Fabrizio | Rowan University |

6. Homebound Instructor

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Pauline Koldzey as a homebound instructor for the 2010-11 school year.

7. Substitute Teachers

a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of the following substitute teachers for the 2010-11 school year:

- Antonia DiBona – Teacher of Biological Science (Standard)
- Lori Ferreritti – Substitute Nurses Certificate (Applying)
- LaTonya Merchant – Substitute Certificate (Applying)
- John Wiessner – Substitute Certificate (Applying)

b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of the following as substitute teachers for the Jr.-Sr. High School Alternative Education Program, as needed, for the 2010-11 school year to be compensated at a rate of \$30 per hour:

- Thomas Braddock
- Donna Cohen
- Grant Shivers
- Jason Vivadelli

Motion: Mrs. Dennen

Second: Mrs. White

Roll Call Vote: Yes: 7

No: 0

Items #1-7

Mr. Chiesa inquired about the Occupational Therapist services position.

Mr. Jones stated that the district plans to hire a full-time employee and contract out time to other districts to recoup the extra costs.

D. PERSONNEL – SUPPORT

1. Termination

The Woodbury City Board of Education hereby ratified and affirmed the termination of Joseph Wonstetler as Custodian for the Woodbury City Public School District, effective December 8, 2010.

2. Resignations

- a) The Woodbury City Board of Education hereby acknowledged the resignation of Rachel Singer as a Special Education Aide for the Woodbury City Public School District, effective November 23, 2010.
- b) The Woodbury City Board of Education hereby acknowledged the resignation of Dyani Sangnier as a Special Education Aide for the Woodbury City Public School District, effective December 5, 2010.
- c) The Woodbury City Board of Education hereby acknowledged the resignation of Regina James as a Special Education Aide for the Woodbury City Public School District, effective December 10, 2010.
- d) The Woodbury City Board of Education hereby acknowledged the resignation of Jennifer Parker as a Special Education Aide for the Woodbury City Public School District, effective December 23, 2010.
- e) The Woodbury City Board of Education hereby acknowledged the resignation of David Inzinna as an Instructional Assistant for the Woodbury City Public School District, effective January 31, 2011.

3. Leaves of Absence

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed a leave of absence under the FMLA for Robert McCullough, Custodian for the Woodbury City Public School District, beginning on November 15, 2010, through on or about January 3, 2011.
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed a leave of absence under the FMLA for Anastasia Williams, Instructional Assistant for the Woodbury City Public School District, beginning on December 15, 2010, through on or about January 13, 2011.

4. Employment

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Evette Jones as a Special Education One-to-One Aide for the Woodbury City Public School District beginning December 6, 2010, through the balance of the school year, at a rate of \$11.33 per hour, no benefits, for twenty-nine hours per week, pending criminal history approval.
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Robert McFarland as Attendance Officer for the Woodbury City Public School District for the 2010-11 school year at a rate of \$26 per hour.

- c) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Laura McCallion as a Special Education One-to-One Aide for the Woodbury City Public School District beginning December 13, 2010, through the balance of the school year, at a rate of \$11.33 per hour, no benefits, for twenty-nine hours per week, pending criminal history approval.
- d) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Ashley Balzer as a Special Education Aide for the Woodbury City Public School District beginning December 13, 2010, through the balance of the school year, at a rate of \$11.33 per hour, no benefits, for twenty-nine hours per week, pending criminal history approval.
- e) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Laura Hill as the High School Evening Activities Monitor beginning December 23, 2010, through March 15, 2011, at a rate of \$8 per hour, no benefits, for twenty hours per week.
- f) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Andrea DiSalvo as an Instructional Assistant for the Woodbury City Public School District beginning January 31, 2011, through the balance of the school year, at a rate of \$16 per hour, no benefits, for twenty-nine hours per week, pending criminal history approval.
- g) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Danielle Grdinich as a Special Education One-to-One Aide for the Woodbury City Public School district beginning January 3, 2011, through the balance of the school year, at a rate of \$11.33 per hour, no benefits, for twenty-nine hours per week, pending criminal history approval.

5. Additional Employment

The Woodbury Board City of Education, upon the recommendation of the superintendent, hereby approved Instructional Assistants to work the 2010-11 district-wide family nights. (Exhibit 11-70)

6. Salary Adjustment

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved horizontal move on the salary guide for Sara Parise, a One-to-One Special Education Aide for the Woodbury City Public School District, from \$9.12 (Step 1/HS Diploma) to \$10.15 (Step 1/Sub. Certified), effective January 3, 2011.

7. Student Worker

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Alexander Connor as Camera/Video Operators/Stage Crew for the 2010-11 school year under the direction of James Krauss, at a rate of \$8 per hour, not to exceed the appropriated budget.

8. Tutor

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved employment of Victoria Goyins as an AVID Tutor beginning December 23, 2010, for the 2010-11 school year, at a salary of \$10 per hour, not to exceed twelve hours per week.
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed employment of the following as Jr.-Sr. High School Workplace Tutors for the 2010-11 school year, at a salary of \$10 per hour, not to exceed nine hours per week:
 - Matthew Bessey
 - Eric Blackwell
 - John Bolton

9. Substitutes

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of the following Substitute Custodians for the Woodbury City Public School District at a rate of \$9.50 per hour for the 2010-11 school year:
 - Suzanne Cobb
 - Wayne Kummer
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved Mary Leonardo as a Substitute Secretary for the Woodbury City Public School District at a rate of \$75 per diem for the 2010-11 school year

Motion: Mrs. Dennen Second: Mr. Toole

Roll Call Vote: Yes: 7 No: 0

Items #1-9

Mr. Chiesa questioned how often do we use him and how successful is the attendance officer.

Mr. Jones stated that the position is infrequent in nature but is very successful. Only one case thus far this year.

E. BUSINESS & FINANCIAL1. 2009-10 Report of Audit

The Woodbury City Board of Education hereby accepts the audit report performed by Holman & Frenia, P.C., for the 2009-10 school year. (Exhibit 11-71)

2. Additional Contracted Transportation Route – 2010-11

The Woodbury Board of Education hereby ratified and affirmed the additional contracted transportation route beginning December 7, 2010:

GCSSTD

| Route | School | # of Students | Estimated Woodbury Costs |
|-------|---------------------------|---------------|----------------------------|
| S4085 | YALE School, Williamstown | 1 | \$123 per day plus mileage |

3. Approval of Contracts – Supplemental Educational Services

The Woodbury City Board of Education hereby approved the contracts to the Tutoring Club of Sewell, New Jersey, to provide supplemental educational services for identified students in the Jr.-Sr. High School for the 2010-11 school year. (Exhibit 11-72)

4. Policy

The Woodbury City Board of Education hereby acknowledged the first reading of new and revised policy. (Exhibit 11-73)

5. Use of Facility

- a) The Woodbury City Board of Education hereby ratified and affirmed the use of the library at West End Elementary School, by Brownie Troop 62691, for their monthly meetings on the 1st and 3rd Wednesday of every month beginning on December 1, 2010, through June 29, 2011, from 6:30pm – 7:30pm. (User: Class II)
- b) The Woodbury City Board of Education hereby ratified and affirmed the use of the Gold Cafeteria, Blue Cafeteria and Cap Paine Gym at the Jr.-Sr. High School and the All Purpose Room at Evergreen Avenue Elementary, by the Woodbury Youth Basketball League, beginning December 6, 2010, through to March 4, 2011, from 7:15pm – 9:00pm. (User: Class II)

6. Travel and Work Related Expenses

- a) The Woodbury City Board of Education hereby approved the resolution for reimbursement of travel and work related expenses for employees. (Exhibit 11-74)

- b) The Woodbury City Board of Education hereby approved the resolution for reimbursement of travel and work related expenses for board members. (Exhibit 11-75)

Motion: _____ Mrs. Dennen _____ Second: _____ Mr. Toole _____

Roll Call Vote: Yes: 7 No: 0

Mr. Chiesa questioned Policy 5516 regarding security cameras.

11. REPRESENTATIVES

City Council Liaison – Anthony Chiesa – reported on the City’s water bill increases and stated that the school received a credit.

Gloucester County School Board – Frank Gwalthney – reported he was not at last week’s meeting.

NJSBA Board of Directors – Frank Gwalthney – requested to have the title of the organization changed from NJSBA Legislative Delegate to the NJSBA Board of Directors.

Student Body Representative – Teddy Johnson – Mr. Johnson asked about security here in the district.

Mr. Johnson stated the AVID Director came to Woodbury. Mr. Johnson also stated that he heard that the District did very well and that he is very happy and proud of the program.

12. FUTURE DATES

| Day/Date | Time | Event | Location |
|-----------------------------|---------------|-----------------------------------|---------------------------------------|
| Tuesday – 12/21/10 | 7:00pm | P.T.S.A. Meeting | Jr.-Sr. High School Library |
| Wednesday – 12/22/10 | 7:00pm | Board of Education Meeting | Jr.-Sr. High School Auditorium |
| Tuesday – 1/4/11 | 7:00pm | P.T.A. Meeting | West End Memorial School |
| Monday – 1/10/11 | 6:00pm | Policy Committee Meeting | Board Conference Room |
| Tuesday – 1/11/11 | 5:30pm | Evergreen K-1 Family Fun Night | Evergreen Avenue School |
| Tuesday – 1/11/11 | 5:30pm | Walnut K-1 Family Fun Night | Walnut Street School |
| Tuesday – 1/11/11 | 5:30pm | West End K-1 Family Fun Night | West End Memorial School |
| Tuesday – 1/11/11 | 6:00pm | Finance Committee Meeting | Board Conference Room |
| Tuesday – 1/11/11 | 6:30pm | P.T.O. Meeting | Evergreen Avenue School |
| Wednesday – 1/12/11 | 7:00pm | Financial Aid Workshop | Jr.-Sr. High School Library |
| Thursday – 1/13/11 | 7:00pm | H.S.A. Meeting | Walnut Street School |
| Tuesday – 1/18/11 | 7:00pm | P.T.S.A. Meeting | Jr.-Sr. High School Library |
| Wednesday – 1/19/11 | 7:00pm | AVID Parent Night | Jr.-Sr. High School Library |
| Wednesday – 1/26/11 | 7:00pm | Board of Education Meeting | Jr.-Sr. High School Auditorium |
| Thursday – 1/27/11 | 6:00pm | Minority Task Force Meeting | Jr.-Sr. High School Library |
| Thursday – 1/27/11 | 7:00pm | Elementary Spelling Bee* | Jr.-Sr. High School Auditorium |

*Sponsored by the Greater Woodbury Area Women’s Club

13. MEETING OPENED TO THE PUBLIC FOR COMMENT

Open: Motion Mr. Toole Second Mrs. Dennen

Mrs. Dennen asked to be a parent/facilitator for Challenge Day. She stated that this is the 2nd year that the district has run the program. Mrs. Dennen stated that the program is designed to make children aware of other student’s lives that may be facing challenges.

Mrs. Dennen stated that everyone should take a day and participate.

Mr. Jones explained that the program was not initially funded by the district. He stated that Municipal Alliance paid for the first year. Mr. Jones stated that he hopes that it becomes part of the strategic plan for the district to support it.

Mr. Toole inquired about the legislation that passed requiring all school board members to obtain fingerprinting and pass a criminal background check before serving as a school board member, although the legislation did not include all elected officials. Mr. Toole urged the board members to write to the law makers regarding this legislation.

Close: Motion Mrs. Dennen Second Mrs. White

14. ADJOURNMENT TO END BOARD MEETING

Motion: Mrs. Dennen Second: Mrs. White

Roll Call Vote: Yes: 7 No: 0

Time: 9:04pm

Respectfully Submitted,

Kara L. Huber,
Board Secretary