

**BOARD OF EDUCATION MEETING**

**March 26, 2008**

**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. Mrs. Dennen called the meeting to order at 7:07pm, 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	Present
Mr. Chiesa	Present	Ms. Hill	Present
Mr. Hughes	Present	Mr. Lonabaugh	Present
Ms. Moore	Present	Mr. Toole	Present
Mr. Gwalthney	Absent		

4. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

5. MISSION STATEMENT

6. PRESENTATION/DISCUSSION ITEMS

- Woodbury Junior-Senior High School - Mrs. Dunham, principal of the Jr.-Sr. High School had three different set of student presentations for the Board. The first presentation consisted of two students who sang a song they originally performed in the cafeteria-based, February Black History “Open Mic” celebration. The second presentation was from the Creative Writing elective class where three students shared their original poetry with the Board. The third presentation to the board members was from the AVID program students in the High School where nine students provided their personal reflections of the value of being part of the AVID (Advancement Via Individual Determination) program.

7. PUBLIC HEARING

**PUBLIC HEARING ON THE 2008-2009 BUDGET**  
**Joseph Jones, III, Superintendent**  
**Kara L. Huber, Business Administrator**

8. OPEN MEETING TO PUBLIC FOR COMMENT

Open: Motion \_\_\_\_\_ Ms. Moore \_\_\_\_\_ Second \_\_\_\_\_ Mr. Toole \_\_\_\_\_

Close: Motion \_\_\_\_\_ Ms. Moore \_\_\_\_\_ Second \_\_\_\_\_ Mr. Chiesa \_\_\_\_\_

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 February 27, 2008.

2. Secretary's Report

The Woodbury Board of Education hereby approved the February 2008 Secretary's Report. (Exhibit 08-101)

3. Treasurer's Report

The Woodbury Board of Education hereby approved the February 2008 Treasurer's Report. (Exhibit 08-102)

4. Transfers

The Woodbury Board of Education hereby approved the transfers in line accounts in accordance with the lists submitted. (Exhibit 08-103)

5. Payment of Bills

The Woodbury Board of Education hereby approved the payment of bill lists without exception. (Exhibit 08-104)

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 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 February 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 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: Mr. Chiesa

Roll Call Vote: Yes: 8

No: 0

**Items #1-7**

**B. PERSONNEL – PROFESSIONAL**

1. Alternative School Resignation

The Woodbury Board of Education hereby accepted the resignation of John Romano as Teacher in the Alternative School Program, effective March 17, 2008.

2. Leave of Absence

a) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved a leave of absence under the FMLA for Bobbi Sue Nepp, Teacher of Grade 1 at Evergreen Avenue School beginning on or about May 19, 2008 through the balance of the school year.

b) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved a leave of absence under the FMLA for Melody Arno, Athletic Trainer for the district beginning on or about May 20, 2008 through June 15, 2008.

3. Employment

The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved employment of Kathie Spittal and Jennifer Guerin as Enrichment Tutors for 1st and 2nd grade students at West End Elementary School for three hours per week each, at the Special Projects Rate, beginning March 27, 2008 through June 12, 2008.

4. Family Nights

- a) The Woodbury Board of Education hereby approved compensation to Maria Gassner for three hours at the Special Projects Rate for work in support of the Kindergarten Family Night on March 5, 2008.
- b) The Woodbury Board of Education hereby approved Suzanne Maxymuk as team leader for the Pre-K Family Night on May 1, 2008, resulting in a new total of five hours compensation.
- c) The Woodbury Board of Education hereby approved compensation to Jennifer Polis for three hours at the Special Projects Rate for work in support of the Pre-K Family Night on May 1, 2008.

5. Extra-Curricular

## Athletic

- i. The Woodbury Board of Education hereby accepted the resignation of Zachary Valentine as Weight Room Advisor effective March 7, 2008.
- ii. The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved the following athletic extra-curricular appointments for the 2007-08 fiscal year:

<u>Position</u>	<u>Sport</u>	<u>Appointment</u>	<u>Step/Stipend</u>
Mickey Kiser	Golf	Head Coach	4/\$3874
Donna Lacovara	Softball	Asst. Coach	1/\$3098
Travis Davis	Baseball	Asst. Coach	4/\$4759
Karynna Baresel	JHS Track	Volunteer Coach	N/A
David Rosen	Baseball	Volunteer Paraprofessional	N/A
Bruce Clark	Boys Track	Volunteer Paraprofessional	N/A

6. Substitutes

The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved the following substitute teacher for the 2007-08 school year:

Jacobs, Rosemary – Hammonton, NJ – Substitute Certification

7. Employment – 2008-09

The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Robert S. Banka as Teacher of Physical Science at Woodbury Jr.-Sr. High School for the 2008-09 school year at a salary of \$61,380 (BA/Step 12).

8. Additional Substitute

The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved employment of the following substitute teacher for the 2007-08 school year:

McDonald, Melissa – Woodbury, NJ – Substitute Certification

Motion: Ms. MooreSecond: Mr. ChiesaRoll Call Vote: Yes: 8No: 0**Items #1-8****C. PERSONNEL – SUPPORT**1. Leave of Absence

- a) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved an unpaid leave of absence for Michelle Brydges beginning February 28, 2008 through on or about March 7, 2008.
- b) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved an unpaid leave of absence for Melina Jaggard on February 11, 2008.
- c) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved a leave of absence for Jennifer Savery, Instructional Assistant at Evergreen Avenue Elementary School beginning on or about May 23, 2008 through June 11, 2008, compensated, and June 12, 2008 through June 17, 2008, uncompensated.

2. Employment

- a) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby rescinds the offer of employment to Lakeisha Fant.
- b) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved to extend the employment of Constance Campbell for an additional five hours per week as a Special Education One-to-One Aide at Evergreen Avenue Elementary School at her current rate of pay effective March 6, 2008 through the balance of the school year. (New total of 25 hours per week.)
- c) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved to extend the employment of Elaine Connor for an additional five hours per week as a Special Education One-to-One Aide at Evergreen Avenue Elementary School at her current rate of pay effective March 6, 2008 through the balance of the school year. (New total of 25 hours per week.)
- d) The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Dianna Tepfer as a Special Education One-to-One Aide assigned to student #0001581 at a rate of \$11 per hour for 29 hours per week, beginning March 27, 2008, through the balance of the school year.

3. Additional Compensation

The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved additional compensation to the following Special Education Aides for working the unscheduled day of March 19, 2008:

Joyce Gilbert – ½ day compensation

Jessica Lobdell – 1 day compensation

4. Substitutes

The Woodbury Board of Education, upon the recommendation of the superintendent, hereby approved employment of the following substitutes for the 2007-08 school year:

Connor, Elaine – Substitute Classroom Aide

Wilbourne, Donna – Substitute Custodian

Evangelisti, Linda – Substitute Secretary

5. Holidays for Maintenance/Custodial Staff

The Woodbury Board of Education hereby approved, in accordance with the contract between the Woodbury Board of Education and the Woodbury Education Association, the establishment of the following six floating holidays for 2008-09 school year:

July 3, 2008

January 2, 2009

November 28, 2008

February 16, 2009

December 26, 2008

April 13, 2009

Motion: Ms. Moore

Second: Mr. Chiesa

Roll Call Vote: Yes: 8

No: 0

**Items #1-5****D. STUDENTS & PROGRAMS**1. Out of District Placement – 2007-08

The Woodbury Board of Education hereby approved the out-of district placement of student #0001581 to Mantua Township Public Schools LLD Self-Contained program at a tuition rate of \$13,000, pro-rated, effective March 27, 2008, for the balance of the 2007-08 school year.

2. 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
006321	01/30/08 – 04/11/08	4	James Krauss	Medical
084041	02/12/08 – 03/07/08	5	Brookfield	Medical
074079	02/19/08 – 03/18/08	10	Brookfield	Medical
0001581	02/25/08 – 02/26/08	10	Noelle Baskinger	Per Administration
013073	02/25/08 – 04/25/08	10	Educere	Medical
064073	02/28/08 – 03/03/08	6	Brookfield	Medical
053098	03/06/08 – 05/06/08	10	Brookfield	Medical

3. Homeless Students

The Woodbury Board of Education hereby approved contracts for homeless students as per Exhibit 08-105.

4. Senior High School Band Trip

The Woodbury Board of Education hereby approved the Senior High School Class Band Trip to Nassau, Bahamas aboard the Carnival Fascination Cruise Ship, from Thursday, March 19, 2009 through Tuesday, March 24, 2009. The approximate cost per pupil is \$700, paid for by the individual students attending. Chaperones will be Dr. Joseph DiMenna, two (2) members of the 2008-09 Marching Band Staff and one (1) Administrator.

Ms. Hill strongly disagreed with a function that takes place during educational time.

5. Graduation – Class of 2008

The Woodbury Board of Education hereby approved the commencement ceremony of the graduating Class of 2008 to take place on the High School Stadium Football Field, weather permitting, at 6:30pm on June 17, 2008. In the event of rain, the ceremony shall be moved to the Cap Paine Gymnasium.

Motion: Ms. Moore

Second: Mr. Chiesa

Roll Call Vote: Yes: 8

No: 0

**Items #1-5**

**Ms. Hill voted no on Item #4**

**E. BUSINESS & FINANCIAL**

1. IDEA-B Grant Allocation

The Woodbury Board of Education hereby approved the allocation of \$13,921 from the fiscal year 2007 IDEA-B final report into the current fiscal year 2008 IDEA-B grant to be placed in the 200-500 line item to off-set out of district tuition expenses.

2. Special Education – Extraordinary Aid

The Woodbury Board of Education hereby approved to submit an application for the 2007-2008 Special Education Extraordinary Aid.

3. 2008-09 Professional Development Plan

The Woodbury Board of Education hereby approved the 2008-2009 Professional Development Plan for submission to the county. (Exhibit 08-106)

4. Submission of Revised Budget

The Woodbury Board of Education hereby approved the revised 2008-09 budget resolution for submission to the County Office of Education for review and to advertise the budget once approved. (Exhibit 08-107)

5. Landscaping Contract

The Woodbury Board of Education hereby approved the landscaping/grass cutting services contract with D'Onofrio and Sons, Inc. (Exhibit 08-108)

6. Food Service Contract

The Woodbury Board of Education approved the Food Service contract with Nutri-Serve Food Management, Inc. for the 2008-09 school year. The Food Service Management Company's flat administrative/management fee shall be \$25,225. A profit estimate of \$75,000 is guaranteed equal to 100% of the administrative/management fee.

7. Custodial Supply Bid Specifications

The Woodbury Board of Education hereby approved custodial supply specifications to advertise and receive bids for same.

8. School Bus Bid Specifications

The Woodbury Board of Education hereby approved the school bus specifications to advertise and receive bids for same.

9. Walnut Street School Bid Specifications

The Woodbury Board of Education hereby approved the Walnut partial demolition and renovation bid specifications and to advertise and receive bids for same. The bid specifications are in the Business Office for review.

10. Geotechnical Investigation Services

The Woodbury Board of Education hereby approved entering into a professional services contract with CMX to provide geotechnical investigation at the Walnut school in the areas surrounding the footings of the proposed new outside wall in conjunction with the planned demolition/renovation.

11. New Road Construction Management Company Contract Extension

The Woodbury Board of Education hereby approved extending the contract of New Road Management Company to complete the surfacing and lining of the track for an amount not to exceed \$8,000.00.

12. Change Order

The Woodbury Board of Education hereby approved the following change order:

RAA CO#	AA CO#	Description	COR Amount	Initiated by
043	049	Control flowing water/direct to new concrete swale. (Between Annex and Charlie Brown's)	\$1,400.00	CC

CC – Concealed Condition

13. Sale of Fixed Assets

The Woodbury Board of Education hereby approved the use of an online auction to dispose or sell the following items no longer utilized or needed by the school district pending state approval:

Mahogany Lumber from Old Bleachers – 250 pieces; 16' x 8" x 1" (Approx. Number and Size)

Old Metal Bleachers from Stadium Project – 50 pieces; 20' x 9.5" x 1.5" (Approx. Number and Size)

14. Woodbury Public School Clerical Contract Employees (WPSCE) Contract

The Woodbury Board of Education hereby approved a contract for the 2008-09 school year between the Woodbury Board of Education and the Woodbury Education Association for WPSCE. (Exhibit 08-109)

15. Woodbury Administrator's and Supervisor's Association Sidebar Agreement

The Woodbury Board of Education hereby approved the Sidebar Agreement, Article 14, J., between the Woodbury Board of Education and the Woodbury Administrator's and Supervisor's Association (Exhibit 08-110)

16. Policy Updates

The Woodbury Board of Education hereby approved the first reading of new and updated policies as listed in Exhibit 08-111.

17. Use of Facilities by Outside Groups

- a) The Woodbury Board of Education hereby approved use of the New Cafeteria at Woodbury Jr.-Sr. High School by the P.T.S.A. for the purpose of the Basket Bingo Fundraiser benefiting Woodbury students on April 11, 2008, from 5:00pm through 10:00pm. (User: Class I)
- b) The Woodbury Board of Education hereby approved use of the Old and New Cafeterias' at Woodbury Jr.-Sr. High School by the Band Parent's Association for the Game Fest Fundraiser on April 5, 2008, from 9:00am through 4:30pm. (User: Class I)

18. Travel and Work Related Expenses

The Woodbury Board of Education hereby approved the resolution for reimbursement of travel and work related expenses for employees. (Exhibit 08-112)

Motion: Ms. MooreSecond: Mr. AbbottRoll Call Vote: Yes: 8No: 0**Items #1-15****Mr. Toole abstained on Item #15**10. SUPERINTENDENT'S REPORT

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

11. FIRE DRILL REPORTFebruary 2008

School	Date	Time	Length of Drill	Comments
<b>Evergreen</b>	02/06/08	10:15am	1 minutes, 25 seconds	Partly sunny
	02/25/08	2:00pm	1 minute, 35 seconds	Partly sunny
<b>Walnut</b>	02/06/08	2:00pm	1 minute, 3 seconds	Cloudy, mild
	02/27/08	1:05pm	1 minute, 2 seconds	Sunny, cold
<b>West End</b>	02/06/08	1:25pm	1 minute, 15 seconds	Cloudy, warm
	02/11/08	9:05am	1 minute, 10 seconds	Sunny, brisk, cold
<b>Jr.-Sr. High</b>	02/06/08	1:20pm	3 minutes	Cloudy
	02/25/08	11:00am	2 minutes	Sunny

12. COMMITTEE REPORTS

Personnel Committee – Lynn Jennings Dennen, Chairperson

Property Committee – Mary Ellen Moore, Chairperson, updated the Board on the meeting on March 26, 2008.

Finance Committee – Mary Ellen Moore, Chairperson

Communications Committee – Jerry Lonabaugh, Chairperson, updated the Board on the White & Gold.

Policy Committee – Diane Hill, Chairperson

13. REPRESENTATIVES

Gloucester County School Board – Frank Gwalthney

NJSBA Legislative Delegate – Frank Gwalthney

City Council Liaison – Anthony Chiesa, updated the Board on the construction on the Court House.

14. FUTURE DATES

<b>Date</b>	<b>Event</b>	<b>Time</b>
<b>March 26, 2008</b>	<b>Property Committee Meeting</b>	<b>6:00pm</b>
March 26, 2008	Grade 2 Family Night, Math @ Walnut School	6:30pm
<b>March 26, 2008</b>	<b>Board of Education Meeting</b>	<b>7:00pm</b>
March 27, 2008	Mr. Woodbury, Jr.-Sr. High School	7:00pm
<b>April 2, 2008</b>	<b>Personnel Committee Meeting</b>	<b>6:00pm</b>
April 3, 2008	P.T.A. Meeting: West End School	7:00pm
April 3, 2008	H.S.A. Meeting: Walnut School	7:00pm
April 7, 2008	P.T.O. Meeting: Evergreen School	7:00pm
<b>April 15, 2008</b>	<b>SCHOOL BOARD ELECTIONS</b>	<b>2:00pm - 9:00pm</b>
April 15, 2008	P.T.S.A. Meeting: Jr.-Sr. High School Library	7:30pm
April 22, 2008	NHS Induction Ceremony: Jr.-Sr. High School Auditorium	8:00pm
April 23, 2008	Grade 3 Family Night, Poetry @ West End School	6:30pm
<b>April 23, 2008</b>	<b>Board of Education Meeting: Reorganization</b>	<b>7:00pm</b>

15. MEETING OPENED TO THE PUBLIC FOR COMMENT

Open: Motion \_\_\_\_\_ Ms. Moore \_\_\_\_\_ Second \_\_\_\_\_ Mr. Abbott \_\_\_\_\_

Close: Motion \_\_\_\_\_ Ms. Moore \_\_\_\_\_ Second \_\_\_\_\_ Mr. Abbott \_\_\_\_\_

16. MOTION TO CLOSE THE MEETING TO THE PUBLIC FOR COMMENT AND ADJOURN INTO EXECUTIVE SESSION

Motion: Ms. Moore

Second: Mr. Abbott

Voice Vote: Yes: 7

No: 0

Mr. Toole left the meeting.

Mr. Jones left the meeting.

17. 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 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 evaluation of the performance of Joseph Jones, III, Superintendent.)

BE IT FURTHER 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 The Woodbury Board of Education, for the aforementioned reasons, hereby declares the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

18. MOTION TO CLOSE THE EXECUTIVE SESSION AND ADJOURN THE BOARD MEETING

Motion: \_\_\_\_\_ Ms. Moore \_\_\_\_\_

Second: \_\_\_\_\_ Ms. Hill \_\_\_\_\_

Roll Call Vote: Yes:   7  

No:   0  

Time:   10:05pm  

Respectfully Submitted,

Kara L. Huber, Business Administrator/  
Board Secretary