

BOARD OF EDUCATION MEETING
May 20, 2009
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 7:01 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 filing written notice with the Clerk of the City of Woodbury at the time of Reorganization in April, 2009.

3. ROLL CALL

| | | | |
|---------------|---------|--------------------------|-----------------------------|
| Mr. Abbott | Present | Mr. Hughes | Present |
| Mr. Chiesa | Present | Mr. Lonabaugh | Present (arrived at 7:25pm) |
| Mrs. Dennen | Present | Ms. White | Present |
| Mr. Gwalthney | Present | Mr. Toole | Present |
| Ms. Hill | Present | 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

- West End Memorial Elementary School – Mr. Vince Myers stated that April was poetry month. He introduced Mrs. Jess who brought a group of her 3rd grade students to the board meeting to read some of their poems to the Board of Education and the public.

7. OPEN MEETING TO PUBLIC FOR COMMENT

Open: Motion Mrs. Dennen Second Mr. Toole

Close: Motion Mrs. Dennen Second Mr. Toole

Sharron Knauss asked for more information about the two positions on the agenda for the job description approval.

Mr. Jones gave a brief summary of the job description and how the district will be utilizing the positions.

Madeline Mills inquired about the status of the preschool programs for the 2009-10 school year.

Mr. Jones replied that it appeared funding from the state was cut so the district would not be expanding to full time preschool for the 2009-10 school year.

Melissa Toole, 1141 Tatum Street, stated that she knows that poll workers are required to work from 5:15am to 9:00pm on June 2, 2009 and thought the district should know for building access coverage.

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 April 29, 2009.

2. Payment of Bills

The Woodbury City Board of Education hereby approved the payment of bill lists without exception. (Exhibit 09-135)

3. 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.

Motion: Mrs. Dennen Second: Mr. Toole

Roll Call Vote: Yes: 9 No: 0

Items #1-3

Item #2 – abstained – Mr. Chiesa

Item #1 – abstained – Ms. Hill

B. PERSONNEL – PROFESSIONAL1. Job Descriptions

- a) The Woodbury City Board of Education hereby approved job description B-10, Assistant Business Administrator. (Exhibit 09-136)
- b) The Woodbury City Board of Education hereby approved job description B-11, Evaluation and Research Coordinator. (Exhibit 09-137)

2. Leave of Absence

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved a leave of absence under the FMLA for Helen Gorham, Teacher of Kindergarten at West End Memorial Elementary School, beginning June 8, 2009, through June 25, 2009.

3. Employment

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Danielle Kessler as Teacher of English at Woodbury Jr.-Sr. High School, at a salary of \$46,542 (BA/Step 3), pro-rated, beginning June 1, 2009, for the balance of the school year.
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Gary Scavette as Supervisor of Alternative Education for the Woodbury Public School District for the 2009-10 school year, at a salary of \$26,125.
- c) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Melody Arno as Athletic Trainer, 0.83 FTE, for the Woodbury Public School District for the 2009-10 school year, to be compensated on the salary guide at BA+15/Step 5, pro-rated.
- d) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Marcus Berg as Teacher of Mathematics at Woodbury Jr.-Sr. High School for the 2009-10 school year, to be compensated on the salary guide at BA/Step 3, pending criminal history approval.
- e) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Ann Gambuzza as an Interim Teacher of Grade 6 at Woodbury Jr.-Sr. High School, pending final certification, for the 2009-10 school year, pending final certification, to be compensated on the salary guide MA/Step 1, pending criminal history approval.
- f) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Joseph Martino, Jr., as a Teacher of Grade 6 at Woodbury Jr.-Sr. High School, pending final certification, for the 2009-10 school year, to be compensated on the salary guide MA/Step 1, pending criminal history approval.
- g) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Jacob Lessman as a Teacher of Special Education at Evergreen Avenue Elementary School for the 2009-10 school year, to be compensated on the salary guide BA/Step 1, pending criminal history approval.

- h) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Andrew Vernon as a Teacher of Social Studies at Woodbury Jr.-Sr. High School for the 2009-10 school year, to be compensated on the salary guide BA/Step 1, pending criminal history approval.

4. Summer Employment

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the summer employment of certificated personnel. (Exhibit 09-138)

5. Extra-Curricular – 2009-10

- a) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved Dan Howey as Assistant Boys Tennis Coach, at a pro-rated Step 1 stipend of \$2,435*, for the 2008-09 school year. (*Step 1 full stipend is \$2971; Mr. Howey worked fifty (50) days of a possible sixty-one (61) day season.)
- b) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the non-athletic extra-curricular appointments for the 2009-10 school year. (Exhibit 09-139)
- c) The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the athletic extra-curricular appointments for the 2009-10 school year. (Exhibit 09-140)

Motion: _____ Mrs. Dennen _____

Second: _____ Mr. Toole _____

Roll Call Vote: Yes: 9

No: 0

Items #1-5

Item #1a – no – Ms. Hill and Mr. Toole

Item #5b – abstained – Mr. Toole

Mr. Toole questioned the need for the Assistant Business Administrator’s position.

Mr. Jones stated that the position might have always been needed and was never brought to the board’s attention. The state has recently implemented 200 pages of new legislation which almost entirely holds the Business Administrator responsible. This additional responsibility along with the current work load constituted an additional position in the business office.

Mr. Gwalthney indicated the need for separation of duties was another reason.

Mrs. Huber also explained the need for separation of duties and how the increased work load called for an additional position.

C. PERSONNEL – SUPPORT

1. Employment

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of support staff for the 2009-10 school year. (Exhibit 09-141)

2. Summer Employment

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the summer employment of non-certificated personnel. (Exhibit 09-142)

3. Hourly Rates for Aides and Instructional Assistants – 2009-10

The Woodbury City Board of Education hereby approved the hourly rates for Aides and Instructional Assistants for 2009-10. (Exhibit 09-143)

4. Correction to Salary – 2009-10

The Woodbury City Board of Education hereby approved the correction of the salary of Colleen Macbride, Special Education Preschool Aide at Evergreen Avenue School from \$11.00 per hour to \$9.12 per hour, no benefits, effective retroactively to her start date of May 1, 2009.

5. Student Employment

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved employment of Andrew Walsh, under the direction of James Krauss as Camera/Video Operators/Stage Crew, at a rate of \$7.15 per hour, up to two hours per week as needed.

Motion: Mrs. Dennen

Second: Mr. Toole

Roll Call Vote: Yes: 9

No: 0

Items #1-5

Item #1 – abstained – Mr. Toole

D. STUDENTS & PROGRAMS

1. Out of District Placement – 2008-09

- a) The Woodbury City Board of Education hereby approved the continued out-of district placement of transfer student #100523 at Archway School in Atco, New Jersey, from April 21, 2009, through the balance of the school year, at a rate of \$179 per diem.
- b) The Woodbury City Board of Education hereby approved the continued out-of district placement of transfer student #100524 at YALE School in Williamstown, New Jersey, from April 21, 2009, through the balance of the school year, at a rate of \$206.45 per diem.
- c) The Woodbury City Board of Education hereby approved the out-of district re-enrollment of student #1244269441 at LARC School in Bellmawr, New Jersey, beginning May 1, 2009, through the balance of the school year, at a rate of \$200.90 per diem.

2. Student Placement

The Woodbury City Board of Education hereby approved the following change of instructor for the home instruction placement of student #10015 of the balance of the year:

| Former Tutor | Replacement Tutor | Effective Date |
|----------------|-------------------|----------------|
| Jane O'Donnell | Tara Domin | April 24, 2009 |

3. Homebound Instruction

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

| Student ID# | Time Frame | Hrs. Per Week | Home Instruction Provider | Reason |
|-------------|-------------------|---------------|---------------------------|---------|
| 10004 | 04/27/09-05/08/09 | 2 | Mary Mills | Medical |
| | | 8 | Tara Domin | |
| 120194 | 03/23/09-03/24/09 | 1 | Jaime Jess | Medical |
| 10543 | 04/30/09-06/24/09 | 6 | Educere | Medical |
| | | 2 | James Krauss | |
| | | 2 | Maria Lario | |
| 10126 | 05/11/09-06/24/09 | 4 | Tara Domin | Medical |

4. Homeless Students

The Woodbury City Board of Education hereby approved contracts for homeless students. (Exhibit 09-144)

5. Student Field Trips

The Woodbury City Board of Education hereby approved field trips for students. (Exhibit 09-145)

6. Overnight Teen PEP Trip

The Woodbury City Board of Education hereby approved the overnight Teen PEP retreat in Avalon, New Jersey, on the dates of May 27, 2009, through May 29, 2009, for eighteen students, and chaperones (Jason Vivadelli, Donna Lacovara, and Barbara Gale).

7. Submission of Application to Operate Summer School

The Woodbury City Board of Education hereby approved the submission of Application(s) to Operate Summer School to the Gloucester County Department of Education. (Exhibit 09-146)

8. Professional Development Plan – 2009-10

The Woodbury City Board of Education hereby approved the 2009-10 Professional Development Plan to the New Jersey Department of Education.

9. Policy Updates

The Woodbury City Board of Education hereby approved the first reading of new and revised policy. (Exhibit 09-147)

Motion: Mrs. Dennen

Second: Mr. Toole

Roll Call Vote: Yes: 9

No: 0

Items #1-9

E. BUSINESS & FINANCIAL

1. Contract – Let’s Motor Inc.

The Woodbury City Board of Education hereby approved contracting with Let’s Motor Inc., to provide occupational therapy services for the 2009-10 year, at the rate of \$65 per hour, not to exceed \$47,500.

2. Shields Academic Technology Services Contract – 2009-10

The Woodbury Board of Education hereby approved the consultation contract with Shields Academic Technology Services for the 2009-10 school year, at a rate of \$300 per diem rate, not to exceed 120 days.

3. Sidebar Agreement

The Woodbury City Board of Education hereby approved the sidebar agreement between the Woodbury Board of Education and the Woodbury Education Association. (Exhibit 09-148)

4. Gloucester County Special Services School District Contracts (GCSSSD) – 2009-10

The Woodbury City Board of Education hereby approved a contract with the GCSSSD for the Nonpublic Textbook Purchasing Program for the 2009-10 school year. (Exhibit 09-149)

5. Health Insurance Carriers

The Woodbury City Board of Education hereby approved to change health insurance carriers for the District from Horizon Blue Cross/Blue Shield of New Jersey to Amerihealth Insurance Company of New Jersey effective July 1, 2009.

6. Grant Submission

The Woodbury City Board of Education hereby ratified and affirmed the submission of a Food Service Equipment Assistance Grant to the New Jersey Department of Agriculture in the amount of \$17,850.

7. Child Nutrition Program – Out of District Schools

The Woodbury City Board of Education hereby approved adopting a resolution to not require YALE School Williamstown to charge students for reduced and/or paid meals as YALE does participate in the Child Nutrition Program and meets all of the nutritional requirements as administered by the New Jersey Department of Agriculture. (Exhibit 09-150)

8. District Facilities – 2009-10

a) The Woodbury City Board of Education hereby approved the alternate use of toilet room facilities as follows:

| <u>Building</u> | <u>Room</u> | <u>Use</u> |
|-----------------|-------------|-------------------------------|
| Evergreen | 8 | Pre-school Disabilities Class |

b) The Woodbury City Board of Education hereby approved the dual use of educational space as follows:

| <u>Building</u> | <u>Room</u> | <u>Use</u> |
|-----------------|-------------|----------------------|
| Evergreen | 7 | BSI/Resource Room |
| West End | 12 | Speech/Resource Room |

9. Substitute Rates – 2009-10

The Woodbury City Board of Education hereby approved the substitute pay rates for substitutes for the 2009-10 school year. (Exhibit 09-151)

10. Submission of Other Capital Project Application

The Woodbury City Board of Education hereby approved the submission by Garrison Architects of an other capital project application not eligible for State funding to the New Jersey Department of Education for the interior renovations at the Woodbury Jr.-Sr. High School

BE IT FURTHER The Woodbury City Board of Education hereby authorizes Garrison Architects to amend the District's approved Long Range Facilities Plan (LFRP) to include these projects.

11. Interior Renovation Specifications

The Woodbury City Board of Education hereby approved the interior renovation specifications for the Jr.-Sr. High School.

12. Bid Awards

- a) The Woodbury City Board of Education hereby approved the award of bid for the tennis courts drainage improvement at the Jr.-Sr. High School to Elk Pipeline, in the amount of \$81,726 (base bid and alternate #1). (Exhibit 09-152)
- b) The Woodbury City Board of Education hereby approved the award of the bid for the parking lot expansion at the Walnut Street Elementary School to Don Rogers, in the amount of \$131,300 (base bid and alternate #2). (Exhibit 09-153)
- c) The Woodbury City Board of Education hereby approved the award of the bid for the parking lot expansion at West End Elementary School to Don Rogers, in the amount of 473,800. (Exhibit 09-154)
- d) The Woodbury City Board of Education hereby approved to reject all bids for the parking lot expansion at Evergreen Avenue Elementary School.

13. Cooperative Agreements

The Woodbury City Board of Education hereby approved the resolution binding the Woodbury City Public School District to Purchase Electric Generation Services through the Alliance for Competitive Energy Service ("ACES") Bid Cooperative Pricing System ID#E8801 – ACESCPS. (Exhibit 09-155)

14. Use of Facilities by Outside Groups

The Woodbury City Board of Education hereby approved the use of the School District's three elementary schools as "polling places" for both the Primary Election on June 2, 2009, and the General Election on November 3, 2009, from 5:30am through 8:00pm. (User: Class II)

15. 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 09-156)

Motion: Mrs. Dennen

Second: Mr. Toole

Roll Call Vote: Yes: 9

No: 0

Items #1-15

Item #12d – no – Mr. Abbott

Item #12 b & c – no – Mr. Chiesa

Mr. Chiesa stated that he could not support the parking lots at this time due to the current financial times. He felt that the district can incorporate these projects in a referendum at a later time.

Mr. Jones commented on the need for the two parking lot renovations and stated that the funds have been in the budget all year.

Mrs. Dennen explained that parking and traffic by West End has been a concern for the last 20 years.

Mr. Toole understood Mr. Chiesa’s point but stated that the last referendum took two votes before the taxpayer’s had approved the referendum project. He feels the district should “strike while the iron was hot” and get these projects done while the money is budgeted.

Mrs. Huber explained if the parking lots were to wait until a referendum project that there is no guarantee that the state would even pay any portion of the debt service payment.

9. SUPERINTENDENT’S REPORT

- Superintendent’s Report – as submitted
- School Business Administrator’s Report – as submitted – Mrs. Huber added that the new lunchbox software used in the Jr./Sr. High School is up and running and that the district is pleased thus far with the results.

10. FIRE DRILL REPORT

April 2009

| School | Date | Time | Length of Drill | Comments |
|---------------------|----------|---------|----------------------|--------------|
| Evergreen | 04/17/09 | 2:20pm | 1 minute, 50 seconds | Sunny |
| | 04/28/09 | 9:45am | 1 minute, 45 seconds | Sunny |
| Walnut | 04/27/09 | 2:25pm | 1 minute, 8 seconds | Sunny, hot |
| | 04/30/09 | 1:55pm | 1 minute, 28 seconds | Sunny, cool |
| West End | 04/01/09 | 9:00am | 1 minute, 5 seconds | Cloudy, cool |
| | 04/27/09 | 11:00am | 1 minute, 30 seconds | Sunny, warm |
| Jr.-Sr. High | 04/20/09 | 2:15pm | 2 minutes | Cloudy |
| | 04/23/09 | 8:30am | 1 minute, 59 seconds | Sunny |

11. COMMITTEE REPORTS

Personnel Committee – Lynn Jennings Dennen, Chairperson – stated the committee met on Monday for issues regarding the non-unit staff and to discuss the negotiations meeting on June 9, 2009.

Property Committee – William Toole, Chairperson – stated that the committee met to review the Jr. /Sr. High School Interior Renovations.

Finance Committee – Anthony Chiesa, Chairperson – no report.

Communications Committee – Jerry Lonabaugh, Chairperson – stated there would be a meeting on June 3, 2009.

Policy Committee – Diane Hill, Chairperson – stated that the committee met a couple of weeks ago and a first reading of the policies and regulations were approved at tonight's meeting.

12. REPRESENTATIVES

Gloucester County School Board – Frank Gwalthney – stated committee must report March 2010.

NJSBA Legislative Delegate – Frank Gwalthney – no report

City Council Liaison – Anthony Chiesa – discussed the new projects that the city is proposing.

Student Body Representative – Teddy Johnson – stated he noticed that there was no Block Party this year and was wondering why not.

13. FUTURE DATES

| Date | Event | Time |
|----------------------|--|-----------------|
| May 19, 2009 | P.T.O. Meeting (Evergreen) | 7:00pm |
| May 20, 2009 | Board of Education Meeting | 7:00pm |
| May 21, 2009 | Academic Banquet (Auletto's Caterers) | 6:30pm |
| May 26, 2009 | Pops Concert (Jr.-Sr. High School) | 7:00pm |
| May 27, 2009 | Mr. Woodbury (Jr.-Sr. High School) | 7:00pm |
| May 28, 2009 | Re-Use-A-Palooza, Grade 5 Family Night (West End) | 6:00pm |
| June 3, 2009 | Communications Committee Meeting | 6:00pm |
| June 3, 2009 | Preschool Nursery Rhyme Olympics (Evergreen) | 6:30pm |
| June 4, 2009 | H.S.A. Meeting (Walnut) | 7:00pm |
| June 4, 2009 | P.T.A. Meeting (West End) | 7:00pm |
| June 9, 2009 | P.T.O. Meeting (Evergreen) | 7:00pm |
| June 17, 2009 | Board of Education Meeting | 7:00pm |
| June 18, 2009 | 8 th Grade Promotion Ceremony (Jr.-Sr. High School) | 6:30pm |
| June 18, 2009 | 5 th Grade Awards Ceremony (West End) | 6:00pm |
| June 19, 2009 | 5 th Grade Awards Ceremony (Walnut) | 6:00pm |
| June 24, 2009 | Class of 2009 – High School Graduation | To Be Announced |

14. MEETING OPENED TO THE PUBLIC FOR COMMENT

Open: Motion Mrs. Dennen Second Mr. Toole

Close: Motion Mrs. Dennen Second Mr. Toole

Larry O'Donnell, 240 Queen Street – thanked Ms. Hill for the lights at West End. Mr. O'Donnell stated that if there was an issue with parking at West End, there is an open lot on King Street. Mr. O'Donnell inquired about bicycle racks at the schools.

Mr. Jones replied that the district would look into the bike racks.

Mrs. Knauss stated that the “Reserve for School Parking” signs were missing.

Mr. Jones replied that it would not be a problem to replace them.

Mrs. Toole inquired why the High School Band and Choir Concert are at 8:00pm. She indicated that 6th grade testing was the next day and if children were not getting home until 10:00pm that it may affect their scores.

Mr. Jones stated that he would look into this.

Mrs. Toole also stated that she never received a letter regarding the new lunchroom software and people were confused what it was about.

Mrs. Huber and Mr. Jones stated that they would look into it further.

15. ADJOURNMENT TO END BOARD MEETING

Motion: Mrs. Dennen Second: Mr. Toole

Roll Call Vote: Yes: 9 No: 0

Time: 9:14pm

Respectfully Submitted,

Kara L. Huber, Board Secretary