

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILESGROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, DECEMBER 16, 2010 AT THE MARY SHOEMAKER SCHOOL LIBRARY AT 7:00 P.M.

CALL TO ORDER

Mr. Painter, Vice President, called the meeting to order at 7:00 p.m.

FLAG SALUTE

Mr. Painter then led the group in the pledge of allegiance to the flag.

Mr. Painter, read the New Jersey Open Public Meetings Law. Notice of this meeting was published by having the date, time, and place thereof posted in the Today's Sunbeam, Elmer Times, Borough of Woodstown Municipal Hall, Township of Pilesgrove Municipal Hall, general offices and faculty rooms of the district's three schools, the school district's central office, and with the Borough of Woodstown Clerk and the Township of Pilesgrove Clerk.

ROLL CALL

The following members answered roll call: Mr. Crouch, Mrs. Duffield, Mr. Frazier (arrived at 7:07 p.m.), Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey, and Mrs. Verton.

Members absent: Mr. Belisario, Mr. Jacobucci, and Mr. Vail

Also in attendance: Mr. Thomas A. Coleman, Jr., Superintendent of Schools and Mr. Frank A. Rizzo, School Business Administrator/Board Secretary.

Administrators in attendance: Dr. Hoopes, Mr. Fagnoli, Ms. Cioffi, Mr. Paolizzi and Mrs. Braxton.

STAFF/STUDENT RECOGNITIONS

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Ms. Cioffi, Mary Shoemaker School Principal, introduced Young Wolverines of the Month for December: Aliyah Gibson and Zachary Burnham.

Mr. Fagnoli, Middle School Principal, introduced Junior Wolverines of the Month for December: Eriqua Ferrer and Leonard Hoskinson, Jr.

Dr. Hoopes, High School Principal, introduced Wolverines of the Month for December: Lauren Husser and Nicholas Paolizzi.

Dr. Hoopes introduced Ms. Kim Nelson who implemented the Mentoring Program at the high school. Ms. Nelson then gave a PowerPoint presentation on how the program works.

MINUTES

APPROVAL OF MINUTES

Motion by Mrs. Miller seconded by Mrs. Verton, and carried 8-0 to approve the following minutes: November 18, 2010

FINANCIAL REPORTS

FINANCIAL REPORTS

Motion by Mrs. Duffield, seconded by Mrs. Miller, and carried 8-0-0 by roll call to approve the following Business Administrators recommendations:

Pursuant to N.J.A.C. 6A:23-16.10(c)3, I certify that as of October 31, 2010, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Woodstown-Pilesgrove Regional Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-16.10(a)1. (see Board Minutes Financial Back-up Binder)

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

The October 31, 2010 preliminary Report of the Treasurer of School Funds for the 2010-2011 school year is in agreement with the October 31, 2010 preliminary Report of the Board Secretary, pending audit. (see Board Minutes Financial Back-up Binder)

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Woodstown-Pilesgrove Board of Education certifies that as of December 16, 2010, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mrs. Miller, seconded by Mrs. Verton, and carried 8-0 to approve the transfer of funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month of October 2010. (see Board Minutes Financial Back-up Binder)

Motion by Mrs. Verton, seconded by Mrs. Miller, and carried 8-0-0 by roll call to approve the EFT's for October 2010, additional hand check payments for October 2010, and payment list for the month of December 2010. (see Board Minutes Financial Back-up Binder)

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 8-0 to approve voiding the following checks:

Check #49409 dated, 11/18/10, payable to Sax Arts & Crafts in the amount of \$2,480.89, issued under P.O. #143-11 due to incorrect amount. Check will be reissued under check #49531 in the amount of \$1,772.51.

Check #49081 dated 9/23/10, payable to Dell Financial Services in the amount of \$81,708.07, issued under P.O. #564-11 and #575-11 due to lost check. Check will be reissued under check #49442.

Motion by Mrs. Miller, seconded by Mrs. Verton, and carried 8-0 to accept the following reports: (see Board Minutes Financial Back-up Binder):

- Student Activities Account and Athletic Account for the month of November 2010
- Scholarships for the month of November 2010
- Odyssey of the Mind for the month of November 2010
- Cafeteria report for the months of November 2010

Motion by Mrs. Verton, seconded by Mrs. Miller, and carried 7-0 (voting not applicable to sending district representatives) to accept the Woodstown Community School report for the month of November 2010. (see Board Minutes Financial Back-up Binder)

AUDIENCE PARTICIPATION

AUDIENCE PARTICIPATION I – None

EDUCATIONAL PROGRAMS COMMITTEE

EDUCATIONAL PROGRAMS COMMITTEE

The Board reviewed the December 9, 2010 Educational Programs Committee Report submitted by Committee Chairperson, Mrs. Verton. The following recommendations were acted upon:

Motion by Mrs. Verton, seconded by Mr. Frazier, and carried 8-0-0 by roll call to approve the following: 2011-2012 Program of Studies booklet.

High School field trips. (see page \_\_\_\_)

Home instruction for the for the following high school students:

- 1199402475 – medical (WHS)
- 2129426237 – medical (WHS)
- 8588467160 – administrative (WHS)

Rescind the motion of September 23, 2010, granting approval of the request for high school student 7421826405 to maintain enrollment for the senior year due to the Upper Pittsgrove School District Board of Education denying the request. (see page \_\_\_\_)

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mrs. Verton, seconded by Mr. Frazier, and carried 7-0 (voting not applicable to sending district representatives) to approve the following:

Middle School and Shoemaker School field trips. (see page \_\_\_\_)

Home instruction for the following Middle School and Mary Shoemaker school students:

- 6585094061 – administrative (WMS)
- 1292577642 – administrative (WMS)
- 7953684545 (#12587) – administrative (MSS)

POLICY COMMITTEE

POLICY COMMITTEE – Nothing to report.

PERSONNEL COMMITTEE

PERSONNEL COMMITTEE – The Board reviewed the December 9, 2010 Personnel Committee Report submitted by Committee Chairperson, Mr. Crouch. The following recommendations were acted upon:

The motion to appoint a high school biology/agriculture long-term substitute was pulled from the agenda due to the position not being filled.

Motion by Mr. Crouch, seconded by Mrs. Miller, and carried 8-0-0 by roll call to approve the following:

Retirement request of Marilyn Nipe, cafeteria worker, effective February 1, 2011, with congratulations and regrets. (see page \_\_\_\_)

Appointment of the following ticket takers for the 2010-2011 school year at the negotiated rates:

- Sarah Berninger – Ticket Taker/Scorer
- Dawn Clarke – Head Ticket Taker/Scorer

Appointment of Sondra Hiles as Math Intervention Teacher/Data Coach for the 2010-2011 school year, at an hourly rate of \$27.50, to be paid from NCLB grant funds. (see page \_\_\_\_)

Payment of seventh period stipend to Judy Heineman, beginning December 3, 2010 through December 20, 2010, 5 days per week. (see page \_\_\_\_)

Payment of extended service increments to high school and district staff members retroactive to September 1, 2010, in accordance with the terms of the negotiated agreement. (see page \_\_\_\_)

Volunteers for the 2010-2011 school year. (see page \_\_\_\_)

Request for Eastern University student Ashley Loufik to conduct her student teaching with high school music teacher Kahlil Gunther. (see page \_\_\_)

Abolish the position of Technology Coordinator effective immediately (Job Description #4118.10)

Appointment of Lindsey Doran as a district substitute teacher for the 2010-2011 school year effective December 17, 2010.

Request for Rowan University student Deborah Zabel to conduct her psychology practicum with school psychologist Tom McHugh.

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mr. Crouch, seconded by Mrs. Verton, and carried 7-0-0 by roll call (voting not applicable to sending district representatives) to appoint the following Shoemaker School staff member for the 2010-2011 school year:

Suellen Moore as Shoemaker School part-time Achieve Teacher, effective date to be determined pending approval by the New Jersey Division of Pensions, at Bachelor's. Step 1 (\$46,000), prorated to a per diem based on 22.5 hours per week, no benefits.

Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mr. Crouch, seconded by Mrs. Verton, and carried 7-0-0 by roll call (voting not applicable to sending district representatives) to approve the following Middle School and Mary Shoemaker School items:

Appointment of Janice McGrath as Mentor to Melissa Hoeldtke, as a Part-time Math Intervention Teacher, effective November 19, 2010 through June 30, 2011, at a stipend of \$550, prorated.

Resignation of Christine Carpenter as 3<sup>rd</sup> Grade Team Leader effective December 1, 2010. (see page \_\_\_)

Appointment of Joan Hackl as 3<sup>rd</sup> Grade Team Leader effective December 17, 2010 through June 30, 2011.

Appointment of extra support advisors/coaches for the 2010-2011 school year to be paid through the NCLB grant funds. (see page \_\_\_)

Appointment of the following Gifted/Talented Coaches for the 2010-2011 school year (see page \_\_\_):

- Michelle Delaney – Middle School MathCounts G/T Coach
- Charlene Grubb – Shoemaker School Fitness Club G/T Coach

Payment of extended service increments to Middle and Mary Shoemaker School staff members retroactive to September 1, 2010, in accordance with the terms of the negotiated agreement. (see page \_\_\_)

Volunteers for the Middle School for the 2010-2011 school year. (see page \_\_\_)

Student teaching requests to be served at Mary Shoemaker School as follows:

- Wilmington University student Jordan Lockman with Starr Cundey.
- Rowan University student Patricia Nehrbauer with Susan Chapman.
- Rowan University student Rebekah Pratta with Christine Carpenter.
- Liberty University student Ashley Gregor with Maggie DiPalma.
- Eastern University student Ashley Loufik with Christine Nowmos.

Compensation to Middle School staff for workshop attendance. (see page \_\_\_)

Establishment of the position of Pre-Kindergarten Team Leader effective January 3, 2011, for the remainder of the 2010-2011 school year.

Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

FINANCE/FACILITIES /  
TRANSPORTATION  
COMMITTEE

FINANCE/FACILITIES TRANSPORTATION COMMITTEE  
The Board reviewed the December 7, 2010 Finance /Facilities/ Transportation Committee Reports submitted by Committee Chairperson, Mr. Painter. The following recommendations were presented by Mr. Frazier and acted upon:

Motion by Mr. Frazier, seconded by Mr. Crouch, and carried 9-0-1 by roll call to approve the following: Line Systems Service Agreement. (Note: This will result in a monthly savings of approximately \$2,590.)

New Jersey School Boards Association contract for policy customization in the amount of \$6,000 and to terminate Strauss Esmay policy services as of December 31, 2010. (Note: The \$2,000 credit will be applied to this contract.)

Offer Myron Harvey the opportunity to renew the land rental agreement for the land located at the corner of East Lake Road and Millbrooke Avenue in the amount of \$2,000, effective April 1, 2011 through November 30, 2011. (Note: Offer will be presented to Mr. Harvey after February 1, 2011)

Establishment of the "Mimi (Mama K) Koernig" Scholarship. (see page \_\_\_\_)

Donation to the district from Woodstown Soccer in the amount of \$1,000.

Re-approve the Three Year Comprehensive Maintenance Plan for 2009-2010 through 2011-2012. (Note: Auditor found an error.)

Joint transportation agreement for our route VOC1 with Salem County Cooperative Transportation Program for one high school student at a per diem cost to them of \$8.00.

Woodstown High/Middle School Bus Emergency Evacuation Drill for routes VOC1, VOC2, YM1 & YM2, performed on November 12, 2010.

Joint transportation agreement for our route VOC1 with Pennsville Board of Education to transport one homeless high school student (NJ SMART #3259869049) to and from Salem County Vocational Technical School beginning November 22, 2010 at a per diem of \$8.00.

Report of the fire drills performed at the High/Middle school for the month of November 2010.

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mr. Frazier, seconded by Mr. Crouch, and carried 7-0-0 by roll call (voting not applicable to sending district representatives) to approve the following:

Middle school student 8810924263 to attend New Jersey Regional Day School, Mannington, beginning November 9, 2010 through the remainder of the 2010-2011 school year in the amount of \$29,380, prorated.

Elementary school student 6281918325 to attend Salem County Special Services School District, Cumberland Campus, Bridgeton, beginning November 9, 2010 through the remainder of the 2010-2011 school year in the amount of \$30,374, prorated.

Contract with Gloucester County Special Services School District for transportation route Y827 to transport one elementary school student (NJ SMART # 6281918325) to the Salem County Special Services Cumberland Campus (Bridgeton) beginning November 19, 2010 through the end of the 2010-2011 school year at an estimated cost of \$55.00 per diem, plus a 7% administrative fee.

Contract with Gloucester County Special Services School District for transportation route Y521 to transport one middle school student (NJ SMART #8810924263) to the Regional Day School (Mannington) beginning November 19, 2010 through the remainder of the 2010-2011 school year, at an estimated cost of \$40.00 per diem, plus a 7% administrative fee.

Report of the fire drills performed at the Mary Shoemaker School for the month of November 2010.

Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mr. Frazier, seconded by Mrs. Verton, and carried 7-0-0 by roll call (voting not applicable to sending district representatives) to approve the authorization for the School Business Administrator to advertise for bids to provide transportation for extended day programs.

Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

OLD BUSINESS

OLD BUSINESS – None

NEW BUSINESS

NEW BUSINESS – None

OTHER REPORTS

OTHER REPORTS

The following verbal reports were given:

Mr. Painter, Board Vice President, had nothing to report.

Mr. Coleman, Superintendent, reported the following:

- Curriculum Council meeting will include an invitation to Mr. Bazzel, Upper Pittsgrove Superintendent, and Principals from Upper Pittsgrove and Alloway.

Mr. Rizzo, Business Administrator, reported on the following:

- A GCSSSD bus route was involved in a minor accident which involved one of our middle school students. No one was injured.

ADMINISTRATIVE REPORTS

ADMINISTRATIVE REPORTS

The Administrative Reports were attached to Superintendent's Monthly Report and delivered under separate cover.

SENDING DISTRICT REPORTS      SENDING DISTRICT REPORTS  
 Mr. Morris – Alloway Rep., stated that he is very appreciative of quad-district efforts.

Mr. Belisario - Upper Pittsgrove Rep., was not in attendance.

SACC REPORT      SCHOOL AGE CHILD CARE (SACC) REPORT – Mrs. Miller had nothing to report.

DELEGATE REPORT      DELEGATE REPORT – Mrs. Miller reported that she attended the SCSBA meeting last month. Ms. Terry Lewis presented the topic on the importance of communication with the public not just during budget time.

FUTURE MEETINGS      FUTURE MEETINGS  
 January 18, 2011 – Policy Committee, 5:30 p.m., district office  
 January 18, 2011 – Finance/Facilities Committee, 6:30 p.m., district office  
 January 20, 2011 – Personnel Committee, 5:30 p.m., district office  
 January 20, 2011 – Ed Programs Committee, 6:30 p.m., district office  
 January 27, 2011 – Regular Board Meeting, 7:00 pm. Mary Shoemaker School Library

IMPORTANT DATES      IMPORTANT DATES  
 December 27, 2010, 6:30 p.m. – Salem Community College: Glenn Merkle to be inducted into Salem County Hall of Fame. Admission is free.

FOR YOUR INFORMATION      FOR YOUR INFORMATION  
 Enrollment Reports  
 Suspension Reports

EXECUTIVE SESSION      RECESS INTO EXECUTIVE SESSION I  
 Motion by Mrs. Miller, seconded by Mrs. Duffield and carried 8-0-0 by roll call, that the Board of Education adjourn, by Resolution, into Executive Session, from which the general public is excluded, to discuss items in accordance with N.J.S.A. 10:4-12b. Matters discussed in executive session will remain confidential until such time the need for confidentiality no longer exists. (7:55 P.M.)  
 a. Legal Negotiations  
 Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

Mrs. Miller and Mr. Crouch stepped out of the room at 8:15 p.m.

RESUME PUBLIC PORTION      Motion by Mrs. Duffield, seconded by Mrs. Verton, and carried 6-0 to resume the public portion of the meeting at 8:29 p.m.

Mrs. Miller and Mr. Crouch rejoined the meeting at 8:30 p.m.

Motion by Mr. Crouch, seconded by Mr. Frazier, and carried 8-0-0 by roll call to establish ad hoc committee for the purpose of evaluating and revising the district long range facility plan. The committee will consist of the following board members: Doug Painter, Frank Frazier, Colleen Verton, Chapman Vail, and Frank Jacobucci. Mr. Jacobucci will serve as the committee chairman.  
 Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

PROGRAM PRESENTATION      PROGRAM PRESENTATION - AUDIT  
 Mr. Samuel Delp, partner in the auditing firm of Triantos & Delp reviewed the Comprehensive Annual Financial Report (CAFR) for FY 2010. Mr. Delp noted that there was one audit recommendation. Mr. Delp then asked if the Board had any questions. There were none.

Motion by Mr. Frazier, seconded by Mr. Crouch, and carried 8-0-0 by roll call to accept the Annual Audit for the Fiscal Year ended June 30, 2010 as reviewed and discussed, including the Comprehensive Annual Financial Report (CAFR) and recommendations, and the Corrective Action Plan as follows (see page \_\_\_\_):

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Board Secretary/Business Administrator's Records

1. Recommendation: Bids received should be summarized and the contract award should be noted in the Minutes of the Board Secretary.

Corrective Action Approved by the Board: Bids received will be summarized and the contract award will be noted in the Minutes of the Board Secretary.

Method of Implementation: The Business Administrator will prepare a checklist to identify all necessary elements and procedures concerning bids. The checklist will be attached to each and every bid prepared by the district.

Person responsible for Implementation: Business Administrator

Completion Date of Implementation: December 16, 2010

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mrs. Miller, Mr. Morris, Mr. Rey, Mrs. Verton and Mr. Painter; nays: (0); abstentions: (0)

December 16, 2010

ADJOURNMENT

Motion by Mrs. Miller, seconded by Mrs. Verton, and carried 8-0, there being no further business to conduct, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Mr. Frank A. Rizzo  
SBA/BS

Approved by Motion of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/BA