

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILESGROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, SEPTEMBER 22, 2011 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. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Painter, and Mr. Rey. Members absent: Mr. Leathers 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. Fargnoli, Ms. Cioffi, Mrs. Braxton and Ms. Martinez.
PRESENTATION	PRESENTATIONS Mr. John Hathaway, representative for the School Foundation, presented the district with a donation in the amount of \$17,500 for fitness equipment. Mr. Coleman gave a PowerPoint presentation on the Excellent Educations for New Jersey (EE4NJ) initiative.
MINUTES	APPROVAL OF MINUTES Motion by Mrs. Miller seconded by Mrs. Duffield, and carried 9-0 to approve the following minutes and executive minutes: August 25, 2011
FINANCIAL REPORTS	FINANCIAL REPORTS Motion by Mrs. Duffield, seconded by Mr. Frazier, and carried 7-0-2 by roll call to approve the following Business Administrators recommendations: Pursuant to <u>N.J.A.C. 6A:23-16.10(c)3</u> , I certify that as of <u>July 31, 2011</u> , 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 <u>N.J.A.C. 6:23-16.10(a)1</u> . (see Board Minutes Financial Back-up Binder) <div><div>Board Secretary</div><div>Date</div></div> The <u>July 31, 2011</u> preliminary Report of the Treasurer of School Funds for the 2011-2012 school year is in agreement with the <u>July 31, 2011</u> preliminary Report of the Board Secretary, pending audit. (see Board Minutes Financial Back-up Binder) Pursuant to <u>N.J.A.C. 6A:23A-16.10(c)4</u> , the Woodstown-Pilesgrove Board of Education certifies that as of <u>September 22, 2011</u> , 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 <u>N.J.A.C. 6A:23A-16.10(a)1</u> and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. Transfer of funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month of <u>July 2011</u> . (see Board Minutes Financial Back-up Binder) Hand check payments for <u>July 2011</u> , and payment list for the month of <u>September 2011</u> .(see Board Minutes Financial Back-up Binder) Voiding the following checks: Check #50511 dated 7/28/11, payable to EIRC in the amount of \$15.00, issued under P.O. #315-12 due to duplication of purchase order. Check will not be reissued. Check #50548 dated 8/25/11, payable to Albertson's in the amount of \$686.48, issued under P.O. #318.12, #319-12, #435-12, #475-12 and #498-12 due to purchase orders being grouped together and there was an error on one of the purchase orders. The P.O. with the error was \$475-12, which should have been payable to Tom O'Brien. Albertson's check will be reissued under check #50870 and Tom O'Brien's check will be reissued under check #50808. for reissuance due to account being closed. Check will be reissued under check #50676.

Accept the following reports: (see Board Minutes Financial Back-up Binder):
Student Activities Account and Athletic Account for the month of August 2011
Scholarships for the month of August 2011
Odyssey of the Mind for the months of June and July 2011

Accept Community School report for the month of August 2011.

Roll Call: ayes: (7) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Rey, and Mr. Painter; nays: (0); abstentions: (2) Mrs. Miller abstained on the payment list and Mr. Morris abstained on Community School report.

AUDIENCE
PARTICIPATION

AUDIENCE PARTICIPATION - None

EDUCATIONAL
PROGRAMS
COMMITTEE

EDUCATIONAL PROGRAMS COMMITTEE

The Board reviewed the September 15, 2011 Educational Programs Committee Report submitted by Mrs. Miller. The following recommendations were acted upon:

Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 9-0-0 by roll call to approve the following:
Adoption of book entitled "Beloved" by author Toni Morrison for use in the high school. (see page ____).

High School field trips. (see page ____)

Home Instruction approval:
#2817194385 – administrative request

Revise the 2011-2012 school district calendar.

Roll Call: ayes: (9) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Rey, and Mr. Painter; nays: (0); abstentions: (0)

Motion by Mrs. Miller, seconded by Mrs. Duffield, 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 approval:
#7931020075 – administrative request

POLICY COMMITTEE

POLICY COMMITTEE – The Board reviewed the September 13, 2011 Policy Committee Report submitted by Mr. Leathers. In Mr. Leathers absence, Mr. Jacobucci presented the following recommendation which was acted upon:

Motion by Mr. Jacobucci, seconded by Mr. Frazier, and carried 9-0-0 by roll call to repeal the existing policy manual as prepared by Strauss Esmay, and to waive first reading and proceed to second reading and final adoption of the newly revised policy manual in its entirety as prepared by New Jersey School Boards Association. The Table of Contents listing all policies that will therefore be adopted is attached (page ____). This listing does not include Policy #5131.1 – Harassment, Intimidation and Bullying and Policy #5141.8 – Sports Related Concussion and Head Injury since those two policies were approved for second reading and final adoption on June 23, 2011.

Roll Call: ayes: (9) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Rey, and Mr. Painter; nays: (0); abstentions: (0)

PERSONNEL
COMMITTEE

PERSONNEL COMMITTEE – The Board reviewed the September 15, 2011 Personnel Committee Report submitted by Committee Chairperson, Mr. Rey. The following recommendations were acted upon:

Motion by Mr. Rey, seconded by Mr. Jacobucci, and carried 7-0-2 by roll call (voting not applicable to sending district representatives) to approve the following:
Appointment of Melanie Petrin as a cafeteria general worker in the high/middle school effective September 23, 2011 through June 30, 2012, from 9:00 a.m. to 1:30 p.m., at the rate of \$8.50 per hour.

Extension to leave of absence for Joanne Sammons, 12-month guidance secretary, through October 5, 2011.

Extension of appointment of Jennifer Jenkins as substitute secretary in the high school guidance office through October 4, 2011, during Mrs. Sammons extended leave.

Appointment of Linda Ayers as high school graduation coach effective September 23, 2011 through June 17, 2012, for a maximum of 12 hours per week, compensation shall be at the hourly rate established in the WPREA negotiated agreement.

Acceptance of the following high school extra-duty resignations for the 2011-2012 school year:
Melissa Cifaloglio – The Gabriel Project Advisor (no stipend)
Sondra Hiles – PM Outdoor Duty Monitor

Appointment of staff to the following high school extra-duty positions for the 2011-2012 school year:

Jennifer Hildebrand – Assistant Girls Tennis Coach
Joseph O'Brien – AM Outdoor Duty Monitor
Elizabeth Takacs – Technology Team Leader

Payment of stipend to high school staff member for teaching seven periods. (see page ____)

Compensation to high school staff for attendance at a workshop. (see page ____)

Professional development requests as follows:

Christopher Snyder to attend the 2011 NJPSA/FEA/NJASCD Fall Conference from October 13-14, 2011 in Monroe Township. (see page ____)

Sondra Hiles to attend the NCTM 2011 Mathematics Regional Conference and Exposition from October 19-21, 2011, in Atlantic City. (see page ____)

Addition of Marcie DiGregorio to the 2011-2012 district substitute list as a substitute teacher effective September 23, 2011 (Note: Ms. DiGregorio worked for the district during the summer as an extended summer program teacher.)

High School volunteers for the 2011-2012 school year. (see page ____)

Junior field experience request for Rowan University student Janna Marie Tighe to be placed with Shelly Mealey effective October 31 through December 7, 2011.

Authorization to reinstate a 10-month part-time secretarial position for the high/middle school Health office effective immediately.

Roll Call: ayes: (7) Mr. Belisario, Mr. Crouch, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Morris, and Mr. Rey; nays: (0); abstentions: (2) Mrs. Duffield and Mr. Painter abstained on the high school volunteers only.

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

Acknowledgement of Maria Gallagher's effective date of resignation as middle school science teacher as August 31, 2011.

Ratification of appointment of Destiny Leoni as middle school science teacher effective September 1, 2011 through June 30, 2012, at Bachelors, Step 1 (\$47,255).

Appointment of the following paraprofessionals:

Betty Land – Middle School full-time one-to-one instructional assistant effective retroactively to September 1, 2011 through June 30, 2012 at Step 14 (\$33,600).

Ann Pedrick – Shoemaker School full-time instructional assistant effective September 23, 2011 through June 30, 2012, at Step 1 (\$18,000), prorated.

Samantha Kaiser – Shoemaker School long-term substitute one-to-one instructional assistant effective October 17, 2011 through June 30, 2012, at the established substitute rate of \$60 per day, no other benefits, during Mrs. Zoppina's leave of absence.

Appointment of Joseph Akers III as weekend custodian effective September 23, 2011 or upon receipt of the Department of Education Criminal History Review clearance letter if not yet received, through June 30, 2012, at the rate of \$12.50 per hour worked, no other benefits.

Appointment of Kristina Hagerty as a cafeteria general worker in the Shoemaker School effective September 23, 2011 through June 30, 2012, from 10:30 a.m. to 1:30 p.m. at the rate of \$8.50 per hour.

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

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

Appointment of Jennifer Battaglia as mentor to Destiny Leoni for the 2011-2012 school year.

Appointment of staff to the following middle school extra-duty positions for the 2011-2012 school year:

Elizabeth Takacs – Technology Team Leader

Chelsea Koerner – Yearbook Co-Advisor (Note: Ms. Koerner was originally approved at the August meeting as the sole advisor.)

Destiny Leoni – Yearbook Co-Advisor

Appointment of Jamie Morgan as Shoemaker School Technology Team Leader for the 2011-2012 school year.

Payment of stipend to middle school staff for teaching seventh periods. (see page ____)

Compensation to middle school and Mary Shoemaker School staff members for attendance at workshops. (see page ____)

Professional development requests for Michelle Delaney (middle school) and Melissa Hoeldtke (Shoemaker School) to attend the NCTM 2011 Mathematics Regional Conference and Exposition from October 19-21, 2011, in Atlantic City. (see page ____)

Junior field experience request for Rowan University student Janna Marie Tighe to be placed with Edward Strozyk effective September 19 through October 26, 2011.

Shoemaker school volunteers for the 2011-2012 school year. (see page ____)

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

Motion by Mr. Rey, seconded by Mrs. Miller, and **denied** 2-0-5 as follows:

Middle school volunteers for the 2011-2012 school year. (see page ____)

Roll Call: ayes: (2) Mr. Frazier and Mr. Jacobucci; nays: (0); abstentions: (5) Mr. Crouch, Mrs. Duffield, Mrs. Miller, Mr. Rey, and Mr. Painter.

Due to the number of Board Members that needed to abstain from the previous motion, the Doctrine of Necessity was discussed and adopted as follows:

Motion by Mr. Rey, seconded by Mrs. Miller, and carried 7-0-0 by roll call (voting not applicable to sending district representatives) to adopt the Doctrine of Necessity for the following motion.

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

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

Middle school volunteers for the 2011-2012 school year. (see page ____)

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

Motion by Mr. Rey, seconded by Mrs. Miller, and carried 6-1-0 by roll call (voting not applicable to sending district representatives) for the authorization to establish a new position of lunchroom aide at the Shoemaker School effective October 1, 2011, and to immediately post for this position.

Roll Call: ayes: (6) Mr. Crouch, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Rey and Mr. Painter; nays: (1) Mrs. Duffield; abstentions: (0)

FINANCE/FACILITIES /
TRANSPORTATION
COMMITTEE

FINANCE/FACILITIES TRANSPORTATION COMMITTEE

The Board reviewed the September 13, 2011 Finance /Facilities/ Transportation Committee Reports submitted by Committee Chairperson, Mrs. Duffield. The following recommendations were acted upon:

Motion by Mrs. Duffield, seconded by Mr. Jacobucci, and carried 9-0-0 by roll call to approve the following:

Tuition contract with Regional Day School for high school student #8810924263 in the amount of \$27,930.00 for the 2011-2012 school year.

Tuition contract with Salem County Special Services Alternative High School for high school students #7010364150, #8588467160, and #7721051707 in the amount of \$17,687.00 per student for the 2011-2012 school year.

Southern New Jersey Regional Employee Benefits Fund Indemnity and Trust Agreement to confirm membership and a resolution to renew membership.

Professional Therapy Services, LLC contract to provide occupational therapy services on an as needed basis at \$68.00/hour for the 2011-2012 school year.

Apple four-year lease purchase through Apple Financial Services under state contract # A70259 in the amount of \$28,970.00 to upgrade administrator computers.

Award contract to Educational Information & Resource Center for the Excellent Educators for New Jersey program in the amount of \$64,535 as per their bid submitted for the bid opening of September 23, 2011, at which this was the only bid received.

Roll Call: ayes: (9) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Rey, and Mr. Painter; nays: (0); abstentions: (0)

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

Tuition contract with Regional Day School for middle school students #6281918325 and #6778809400 in the amount of \$27,930.00 per student for the 2011-2012 school year.

Tuition contract with Salem County Special Services School District for middle school student #7332120163 in the amount of \$33,437.00 for the 2011-2012 school year.

Tuition contract with Salem County Special Services School District for elementary school student #7953684545 in the amount of \$33,437.00 for the 2011-2012 school year.

Gloucester County Special Services School District Extended School Year One-on-One Teacher Assistant agreement for elementary school student #8692232997 in the amount of \$3,060, effective July 11, 2011 through August 11, 2011.

Removal of a bus aide from Mary S. Shoemaker Route S-7 (multi contract TR2) for the 2011-2012 school year at a per diem of \$39.00 for 180 days for a deduction of \$7,020.00 to the contract.

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

EXECUTIVE SESSION I	<p>RECESS INTO EXECUTIVE SESSION I</p> <p>Motion by Mr. Crouch, seconded by Mrs. Duffield and carried 9-0-0 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 <u>N.J.S.A.</u> 10:4-12b. Matters discussed in executive session will remain confidential until such time the need for confidentiality no longer exists. (8:24 P.M.)</p> <p>a. Confidential Student Matter</p> <p>Roll Call: ayes: (9) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Rey, and Mr. Painter; nays: (0); abstentions: (0)</p>
RESUME PUBLIC PORTION	<p>Motion by Mrs. Miller, seconded by Mr. Rey, and carried 9-0 to resume the public portion of the meeting at 9:55 p.m.</p>
OLD BUSINESS	<p>OLD BUSINESS – None</p>
NEW BUSINESS	<p>NEW BUSINESS</p> <p>Motion by Mrs. Miller, seconded by Mr. Rey and carried 7-2-0 to approve the 2011-2012 Board Goals Action Plan. (see page ____)</p> <p>Roll Call: ayes: (7) Mr. Belisario, Mrs. Duffield, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Rey, and Mr. Painter; nays: (2) Mr. Crouch and Mr. Frazier; abstentions: (0)</p>
OTHER REPORTS	<p>OTHER REPORTS</p> <p>The following verbal reports were given:</p> <p>Mr. Coleman, Superintendent, advised the Board that information concerning disqualification of Board Members as a result of the mandatory fingerprinting was enclosed in the folders.</p> <p>Mr. Rizzo, Business Administrator, advised the Board as to the manual check for Devine Brothers.</p>
ADMINISTRATIVE REPORTS	<p>ADMINISTRATIVE REPORTS</p> <p>The Administrative Reports were attached to Superintendent’s Monthly Report and delivered under separate cover.</p>
SENDING DISTRICT REPORTS	<p>SENDING DISTRICT REPORTS</p> <p>Mr. Morris – Alloway Rep., had nothing to report.</p> <p>Mr. Belisario - Upper Pittsgrove Rep., had nothing to report.</p>
SACC REPORT	<p>SCHOOL AGE CHILD CARE (SACC) REPORT – Mrs. Miller had nothing to report.</p>
DELEGATE REPORT	<p>DELEGATE REPORT</p> <p>Mrs. Miller informed the Board of the upcoming county meeting.</p>
FUTURE MEETINGS	<p>FUTURE MEETINGS</p> <p>October 18, 2011 – Finance/Facilities Committee, 5:00 p.m., district office</p> <p>October 18, 2011 – Policy Committee, 6:30 p.m., district office</p> <p>October 20, 2011 – Personnel Committee, 5:30 p.m., district office</p> <p>October 20, 2011 – Ed Programs Committee, 6:30 p.m., district office</p> <p>October 27, 2011 – Regular Board Meeting, 7:00 p.m., Mary Shoemaker School Library</p>
IMPORTANT DATES	<p>IMPORTANT DATES</p> <p>October 24-26, 2011 – NJSBA/NJASA/NJASBO Annual Fall Workshop, Atlantic City.</p>
ADJOURNMENT	<p>Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 9-0, there being no further business to conduct, the meeting was adjourned at 9:56 p.m.</p>

Respectfully submitted,

Mr. Frank A. Rizzo
SBA/BS

Approved by Motion of the Board

Date

Signature/BA