

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, DECEMBER 22, 2011 AT THE MARY SHOEMAKER SCHOOL LIBRARY AT 7:00 P.M.

CALL TO ORDER Mr. Vail, President, called the meeting to order at 6:30 p.m.

FLAG SALUTE Mr. Vail then led the group in the pledge of allegiance to the flag.

Mr. Vail, 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, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail.

Members absent: None

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, and Ms. Martinez.

STAFF/STUDENT RECOGNITIONS STAFF/STUDENT RECOGNITIONS Ms. Cioffi, Mary Shoemaker School Principal, introduced Young Wolverines of the Month for December: Ella Champigny and Jimmy Paranzino.

Mr. Fagnoli, Middle School Principal, introduced Junior Wolverines of the Month for December: Faith Haaf and Phillip White.

Dr. Hoopes, High School Principal, introduced Wolverines of the Month for December: Lydia Kranz and Nelson Prus.

PRESENTATION PRESENTATION Audit - Mr. Samuel Delp, partner in the auditing firm of Triantos & Delp reviewed the Comprehensive Annual Financial Report (CAFR) for FY 2011. Mr. Delp noted that there was one audit recommendation.

Renaissance Program – Dr. Hoopes gave a PowerPoint presentation on the Renaissance Program.

MINUTES APPROVAL OF MINUTES Motion by Mrs. Miller seconded by Mr. Jacobucci, and carried 11-0 to approve the following minutes and executive minutes: November 17, 2011

FINANCIAL REPORTS FINANCIAL REPORTS Motion by Mrs. Miller, seconded by Mr. Jacobucci, and carried 11-0-0 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, 2011, 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, 2011 preliminary Report of the Treasurer of School Funds for the 2011-2012 school year is in agreement with the October 31, 2011 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 22, 2011, 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: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Duffield, seconded by Mrs. Miller, and carried 11-0 to approve the transfer of funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month of October 2011. (see Board Minutes Financial Back-up Binder)

Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 11-0-0 by roll call to approve the EFT's for October 2011, additional hand check payments for October 2011 and payment list for the month of December 2011. (see Board Minutes Financial Back-up Binder)

Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mr. Rey, seconded by Mrs. Duffield, and carried 11-0 to accept the following reports: (see Board Minutes Financial Back-up Binder):

- Student Activities Account and Athletic Account for the month of November 2011
- Scholarships for the month of November 2011
- Odyssey of the Mind for the month of August, September, October and November 2011.
- Cafeteria report for the month of October 2011.

Motion by Mrs. Miller, seconded by Mr. Jacobucci, and carried 9-0 (voting not applicable to sending district representatives) to accept the Woodstown Community School report for the month of November 2011. (see Board Minutes Financial Back-up Binder)

AUDIENCE PARTICIPATION

AUDIENCE PARTICIPATION - None

EDUCATIONAL PROGRAMS COMMITTEE

EDUCATIONAL PROGRAMS COMMITTEE

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

Motion by Mrs. Miller, seconded by Mr. Jacobucci, and carried 11-0-0 by roll call to approve the following: 2012-2013 Program of Studies Booklet.

High School field trips. (see page ____)

Home Instruction approval for the following students:

- #4532708876 – administrative
- #9796299378 – administrative

Acceptance of district Harassment, Intimidation and Bullying report dated December 2011, and to provide notification letters as required to the parents/guardians advising that this information has been provided to the Board of Education.

Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Miller, seconded by Mr. Rey, and carried 9-0 (voting not applicable to sending district representatives) to approve the following:

Middle School and Shoemaker School Field Trips (see page ____)

Home Instruction approval for the following student:

- #4554465813 – administrative
- #7931020075 – administrative
- #3295625166 – administrative

POLICY COMMITTEE

POLICY COMMITTEE – The Board reviewed the December 13, 2011 Policy Committee Report submitted by Mr. Leathers. No recommendations were submitted to the Board.

PERSONNEL COMMITTEE

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

Motion by Mr. Rey, seconded by Mrs. Miller, and carried 11-0-0 to approve the following:

Medical leave of absence for Kim Micale, high school English teacher, for approximately six to eight weeks, effective date to be determined. Ms. Micale's leave will be unpaid following the use of her available sick time. (see page ____)

Change in pay classification for Adam Hyland, high/middle school teacher, from BA to BA+30 effective February 1, 2012, as in accordance with the negotiated agreement.

Appointment of 2011-2012 ticket takers/sellers/scorekeepers/timekeepers in accordance with the negotiated agreement. (see page ____)

Professional development requests for Nathan Frey and Gilbert Gonzalez to attend the NJASA Techspo in Atlantic City on January 26 and 27, 2012; payment will be from Title II funds.

Professional development request for Jennifer Hildebrand to attend the "Be the Best You Are" Softball Coaches Clinic in Cherry Hill on January 19-21, 2012; payment will be from the athletic account.

Compensation to high school staff members for attendance at the McRel training workshops. (see page ____)

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

Additions to the 2011-2012 district substitute list effective December 23, 2011 as follows:

- Valerie Spence-Lacey – substitute teacher and substitute instructional assistant, pending receipt of substitute certificate.

Stephen Sebera – substitute teacher and substitute instructional assistant, pending receipt of substitute certificate.

Ryan McNally – substitute instructional assistant. (Mr. McNally was approved at the October meeting as a substitute teacher but would also like to serve in this capacity.)

Betty Chance – substitute instructional assistant. (Ms. Chance was approved at the November meeting as a clerical substitute but would also like to serve in this capacity.)

Barbara Dolbow – clerical substitute.

Acceptance of Ordinary Disability retirement notice for Joanne Sammons as high school Guidance Secretary effective September 30, 2011. (see page ____)

Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mr. Rey, seconded by Mrs. Miller, and carried 9-0-0 by roll call (voting not applicable to sending district representatives) to approve the following:

Establish official start date of Jane Harvey, middle school Special Education teacher, as January 17, 2012. (Note: Ms. Harvey was appointed at the November meeting with an effective start date to be determined contingent upon the release date from her present employer.)

Medical leave of absence for Elaine Ortman, middle school Special Education teacher, for approximately six to eight weeks. Effective date to be determined. Ms. Ortman will use accumulated sick time during her absence. (Note: Ms. Ortman's event has been delayed, and the new date has not yet been set.)

Extension to appointment of Cheryl Manganelli as a long-term substitute secretary through December 23, 2011. (Note: At the October meeting, Ms. Manganelli was approved effective October 28, 2011 for four to six weeks, during Mrs. Robeson's leave, which has now been extended.)

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

Student teaching request for Wilmington University student Kelly Jenkins to be placed with Kristin Schlichter. (see page ____)

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

Extension of maternity leave of absence for Danielle Dickson, Shoemaker School 4th grade teacher, through January 27, 2012. (see page ____)

Appointment of gifted/talented enrichment coach Heather Vinciguerra to replace Michelle Delaney, who was appointed at the October 2011 meeting. (see page ____)

Resignation of Kathleen Biel from her extra-duty appointment as Middle School Math Intervention Teacher/Coach. (see page ____)

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

Motion by Mr. Rey, seconded by Mrs. Miller, and carried 9-0-0 by roll call (voting not applicable to sending district representatives) to appoint the following Middle School and Shoemaker School staff members for the 2011-2012 school year:

Veronica Shute – Middle School special education long-term substitute teacher for approximately six to eight weeks, dates to be determined, at the established long-term substitute rate of \$125 per day. (Note: Ms. Shute will cover Ms. Ortman's classes during her leave of absence.)

Kathleen Anthony – Shoemaker School part-time paraprofessional effective January 3, 2012 through June 30, 2012 at Step 1, \$18,000 prorated. (Note: This appointment is due to the addition of a student to the morning session of the preschool disabled program.)

Kimberly Altiery – Shoemaker School part-time paraprofessional effective January 3, 2012 through June 30, 2012 at Step 1, \$18,000 prorated, contingent upon Ms. Altiery passing the ETS ParaPro Assessment scheduled for December 28, 2011. (Note: This appointment is due to the addition of a student to the afternoon session of the preschool disabled program.)

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

Motion by Mr. Rey, seconded by Mrs. Miller, and carried 9-0-0 by roll call (voting not applicable to sending district representatives) to approve the emergent hire resolution for new staff member Kathleen Anthony for the 2011-2012 school year.

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

FINANCE/FACILITIES TRANSPORTATION COMMITTEE

The Board reviewed the December 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. Leathers, and carried 11-0-0 by roll call to approve the following:

To assist, support, and cooperate with the Salem County Board of Chosen Freeholders with regard to the New Jersey Safe Routes to School Grant for FY 2012.

Placement of two additional high school students at the Salem County Special Services School District Alternative High School at \$17,687.00 per student, to be prorated, for the remainder of the 2011-2012 school year.as follows:

- a. Student #2817194385 beginning November 14, 2011
- b. Student #9486331797 beginning November 28, 2011

Revised Salem County Special Services School District Non-Public Services Agreement for the 2011-2012 school year.

New Jersey School Board Association Insurance Group resolution to amend NJSBAIG Bylaws.

Billing for instructional services provided by Education Inc. to high school student #9685360083 beginning October 21, 2011 at \$44.00 per hour. (Note: This student transferred out of our district on November 15, 2011, therefore, we will not be responsible for any billing beyond the transfer date.)

Fire/Security Drills performed at the high/middle school for the months of October and November 2011.

Authorize submission of the IDEA application for Fiscal Year 2012, and accept the grant award of the funds upon subsequent approval of the FY 2012 IDEA application.

Transfer of funds in excess of 10% totaling \$150,000.00 from account #11-000-100-561-11-TUI, 11-000-100-565-11-TUI, and 11-000-100-566-05-TUI.

Transportation affiliation agreement with Penns Grove – Carney's Point Regional School District for route #SHS06 to transport high school Academy student #9856678185 to Arthur P. Schalick High School at a cost of \$3,173.76 for the 2011-2012 school year.

Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Duffield, seconded by Mr. Jacobucci, and carried 11-0-0 by roll call to accept the Annual Audit for the Fiscal Year ended June 30, 2011 as reviewed and discussed, including the Comprehensive Annual Financial Report (CAFR) and recommendations, and the Corrective Action Plan as follows:

FINANCIAL PLANNING, ACCOUNTING AND REPORTING

Board Secretary/Business Administrator's Records

1. Recommendation: State aid revenues should be recorded as revenue and accounts receivable at the beginning of the school year.

Corrective Action Approved by the Board: State aid revenues will be recorded as revenue and accounts receivable at the beginning of the school year.

Method of Implementation: The Business Administrator will direct the Accounts Payable Clerk to establish the appropriate accounts receivable numbers when inputting the general budget.

Person responsible for Implementation: Business Administrator

Completion Date of Implementation: December 31, 2011

Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Duffield, seconded by Mr. Leathers, and carried 8-1-0 by roll call (voting not applicable to sending district representatives) to approve the following:

Contract with Spiezle Architectural Group for the replacement of the Mary S. Shoemaker Roof project.

Request approval from County Superintendent to transfer funds to the Capital Outlay account for the Mary S. Shoemaker roof replacement project in the amount of \$340,000.00

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Painter, Mr. Rey and Mr. Vail; nays: (1) Mr. Frazier; abstentions: (0)

Motion by Mrs. Duffield, seconded by Mr. Leathers, and carried 9-0-0 by roll call (voting not applicable to sending district representatives) to approve the following:

State of New Jersey Department of Education tuition reimbursement contract for two elementary school students #9596841560 at a per diem of \$56.49 and student #5621904838 at a per diem of \$43.88 for the 2011-2012 school year.

Middle Township Public Schools tuition contract for elementary school student #6400574983 in the prorated amount of 6,901.76 beginning November 22, 2011 through the end of the 2011-2012 school year.

Billing for instructional services provided by Education Inc. to middle school student #5418121914 beginning November 19, 2011 at \$44.00 per hour.

Fire/Security Drills performed at the Mary S. Shoemaker School for the months of October and November 2011.

Gloucester County Special Services School District route Y949 to transport Pre-K special needs student (NJ SMART # not available) to Mary S. Shoemaker School for the afternoon program beginning December 5, 2011 through the remainder of the 2011-2012 school year at a per diem of \$30.00 and aide cost per diem \$20.00 for a total route cost of \$50.00 per diem, plus a 7% administrative fee. Mileage increase/decrease of \$1.50.

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

OLD BUSINESS OLD BUSINESS – None

NEW BUSINESS NEW BUSINESS
Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 11-0-0 by roll call to ratify the employment contract with Frank A. Rizzo as School Business Administrator effective July 1, 2011 through June 30, 2012. (Note: The contract has been reviewed and approved by the Executive County Superintendent.)
Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

OTHER REPORTS OTHER REPORTS
The following verbal reports were given:
Mr. Vail, Board President, commended administration for their hard work on the EE4NJ pilot.

Mr. Coleman, Superintendent, reported on the following:
• Our district is ahead of other districts with regard to the success of the EE4NJ pilot program.
• Quad District teams will be getting together on January 9th.
• Cops Grant – The Woodstown Borough will pursue the grant for a resource officer for the school.

Mr. Rizzo, Business Administrator, had nothing to report.

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., had nothing to report.

Mr. Belisario - Upper Pittsgrove Rep., had nothing to report.

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

DELEGATE REPORT DELEGATE REPORT
Mrs. Miller had nothing to report.

FUTURE MEETINGS FUTURE MEETINGS
January 17, 2012 – Policy Committee, 5:30 p.m., district office
January 17, 2012 – Finance/Facilities Committee, 6:30 p.m., district office
January 19, 2012 – Personnel Committee, 5:30 p.m., district office
January 19, 2012 – Ed Programs Committee, 6:30 p.m., district office
January 26, 2012 – Regular Board Meeting, 7:00 p.m., Mary Shoemaker School Library

FOR YOUR INFORMATION FOR YOUR INFORMATION
Enrollment Reports
Suspension Reports

EXECUTIVE SESSION I RECESS INTO EXECUTIVE SESSION I
Motion by Mrs. Miller, seconded by Mr. Jacobucci and carried 11-0-0 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. (8:15 P.M.)
a. Purchase of Real Property with Public Funds
b. Confidential Student Matter

December 22, 2011

Roll Call: ayes: (11) Mr. Belisario, Mr. Crouch, Mrs. Duffield, Mr. Frazier, Mr. Jacobucci, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

RESUME PUBLIC
PORTION

Motion by Mr. Jacobucci, seconded by Mrs. Miller, and carried 11-0 to resume the public portion of the meeting at 9:25 p.m.

ADJOURNMENT

Motion by Mrs. Miller, seconded by Mr. Rey, and carried 11-0, there being no further business to conduct, the meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Mr. Frank A. Rizzo
SBA/BS

Approved by Motion of the Board

Date

Signature/BA