

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, FEBRUARY 23, 2012 AT THE MARY SHOEMAKER SCHOOL LIBRARY AT 7:00 P.M.

CALL TO ORDER Mr. Vail, President, called the meeting to order at 7:00 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. Crouch, Mrs. Duffield, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail.

Members absent: Mr. Belisario, Mr. Frazier, Mr. Jacobucci.

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

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

STAFF/STUDENT RECOGNITIONS STAFF/STUDENT RECOGNITIONS

Ms. Cioffi, Mary Shoemaker School Principal, introduced Young Wolverines of the Month for February: Devon Kelty and Jamie Vergara.

Mr. Fagnoli, Middle School Principal, introduced Junior Wolverines of the Month for February: Madison Kelly and Shawn Chasten.

Dr. Hoopes, High School Principal, introduced Wolverines of the Month for February: Megan Dare and Wyatt Nelson.

PRESENTATION PRESENTATION

PBS (Positive Behavior System) – Mary Shoemaker School – Ms. Cioffi introduced Kimberly Nelson, Jamie Morgan and several elementary school students who gave a PowerPoint presentation on the PBS system followed by a hands on demonstration.

MINUTES APPROVAL OF MINUTES

Motion by Mr. Painter seconded by Mrs. Miller, and carried 8-0 to approve the following minutes and executive minutes:

- January 12, 2012
January 26, 2012

FINANCIAL REPORTS FINANCIAL REPORTS

Motion by Mr. Painter, seconded by Mrs. Duffield, 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 December 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 December 31, 2011 preliminary Report of the Treasurer of School Funds for the 2011-2012 school year is in agreement with the December 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 February 23, 2012, 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. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Duffield, seconded by Mr. Rey, 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 December 2011. (see Board Minutes Financial Back-up Binder)

Motion by Mr. Painter, seconded by Mr. Rey, and carried 8-0-0 by roll call to approve the EFT's for December 2011, additional hand check payments for December 2011 and payment list for the month of February 2012. (see Board Minutes Financial Back-up Binder)  
Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Miller, seconded by Mr. Painter, and carried 8-0 to approve voiding the following check:  
Check #50004 dated 04/21/11, payable to Tracy Demarest in the amount of \$116.53, issued under P.O. #1207-11 due to having been previously reimbursed.

Motion by Mrs. Miller, seconded by Mr. Painter, 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 January 2012  
Scholarships for the month of January 2012  
Odyssey of the Mind for the months of December 2011 and January 2012  
Cafeteria report for the month of December 2011.

Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 7-0 (voting not applicable to sending district representatives) to accept the Woodstown Community School report for the month of January 2012. (see Board Minutes Financial Back-up Binder)

AUDIENCE PARTICIPATION

AUDIENCE PARTICIPATION - None

EDUCATIONAL PROGRAMS COMMITTEE

EDUCATIONAL PROGRAMS COMMITTEE

The Board reviewed the February 15, 2012 Educational Programs Committee Report submitted by Mrs. Miller. The following recommendations were acted upon:

Motion by Mrs. Miller, seconded by Mr. Rey, and carried 8-0 to approve the following:  
High School field trips. (see page 146)

Home Instruction approvals for the following students:  
Local ID #131973 (SID# 8747529050) – medical  
Local ID #122754 (SID# 9951669067) – administrative

Acceptance of district Harassment, Intimidation and Bullying report dated February 2012.

Request from Dr. Scott Hoopes, High School Principal, to present his son with his diploma at graduation in accordance with Board Policy #5127.

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 147 through 149)

POLICY COMMITTEE

POLICY COMMITTEE – The Board reviewed the February 13, 2012 Policy Committee Report submitted by Mr. Leathers. The following recommendations were acted upon:

Motion by Mr. Leathers, seconded by Mrs. Duffield, and carried 8-0-0 by roll call to approve the following policy on second reading:  
Policy #5131.8 – Passive Breath Alcohol Sensor Device.  
Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Leathers, Mrs. Miller, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)

PERSONNEL COMMITTEE

PERSONNEL COMMITTEE – The Board reviewed the February 15, 2012 Personnel Committee Report submitted by Committee Chairperson, Mr. Rey. The following recommendations were acted upon:

Motion by Mr. Rey, seconded by Mr. Leathers, and carried 7-1-0 by roll call to approve the following:  
Appointment of spring 2012 athletic coaches (see page 150 through 151)

High School volunteers for the 2011-2012 school year. (see page 152)

Professional Development Requests as follows:  
Andrea Bramante to attend the American School Counselor Association Annual Conference in Minneapolis on June 23-26, 2012. This request is submitted in accordance with the WPAA negotiated agreement. (Note: Request indicates the start date as June 22 in order to allow for travel.) (see page 153)

Carol Bowling to attend the 44th Annual New Jersey Pupil Transportation Conference and Exhibition Show on March 26-27, 2012, in Atlantic City. (see page 154)

Additions to the 2011-2012 district substitute list effective February 24, 2012, as follows:  
Abdulla AIObaidi – substitute teacher and substitute instructional assistant

Vincent Mateescu – substitute teacher

John Stratton – substitute teacher and substitute instructional assistant

Kathleen Anthony – substitute teacher and substitute instructional assistant. (Note: Ms. Anthony is currently a part-time instructional assistant at the Shoemaker School, but is interested in working the other part of the day as needed.)

Najee Ali – substitute teacher and substitute instructional assistant

David Stephens – substitute teacher

Dennis Hill – substitute teacher and substitute instructional assistant

Robin Pompper – substitute teacher, substitute instructional assistant, and clerical substitute.

Establishment of new position entitled Project Graduation Coordinator effective July 1, 2012, at an annual stipend of \$2,000, and to approve job description #4118.41.

Roll Call: ayes: (7) Mr. Crouch, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (1) Mrs. Duffield voted no on the establishment of the new position entitled Project Graduation Coordinator only; abstentions: (0)

Motion by Mr. Rey, seconded by Mrs. Miller, and **denied** 3-4-0 by roll call (voting not applicable to sending district representatives) **not** to appoint the following Middle School and Shoemaker School staff members for the 2011-2012 school year as follows:

Veronica Shute as a Mary S. Shoemaker School 1st Grade Long-Term Substitute Teacher effective March 5, 2012, through May 4, 2012, at the established rate of \$125.00 per day for each day worked, with no other benefits, during Mrs. O'Brien's maternity leave of absence. (Note: Effective dates to be adjusted as needed).

Robin Pompper as a Mary S. Shoemaker School Special Education Long-Term Substitute Teacher effective March 12, 2012, through May 25, 2012, at the established rate of \$125.00 per day for each day worked, with no other benefits, during Mrs. Kubat's leave of absence. (Note: Effective dates to be adjusted as needed).

Roll Call: ayes: (3) Mrs. Miller, Mr. Rey and Mr. Vail; nays: (4) Mr. Crouch, Mrs. Duffield, Mr. Leathers, and Mr. Painter; abstentions: (0)

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

Medical leave of absence request of Kathleen Biel, Middle School Achieve Teacher, effective January 30, 2012, through February 28, 2012, in accordance with her written request and a doctor's note submitted subsequent to the request. (Note: Ms. Biel's original request was for one week only; however, during a doctor's visit on January 28th, the doctor then advised that she would be out for this extended time.)

Appointment of Gifted & Talented Shoemaker School staff. (see page 155)

Middle School volunteers for the 2011-2012 school year. (see page 156)

Professional Development Requests of Destiny Leoni and Geraldine Lightcap to attend the "Co-Teaching in the Inclusive Classroom – Powerful Strategies for Creating Success for All Your Students (Grades 6-12)" workshop as presented by the Bureau of Education & Research on March 8, 2012, in Cherry Hill. (see page 157 through 158)

Unpaid medical leave of absence for Janice McGrath, Shoemaker School Health & Physical Education Teacher, effective February 21, 2012, through the doctor's release.

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

FINANCE/FACILITIES /  
TRANSPORTATION  
COMMITTEE

FINANCE/FACILITIES TRANSPORTATION COMMITTEE

The Board reviewed the January 30, 2012 and February 13, 2012 Finance /Facilities/ Transportation Committee Reports submitted by Committee Chairperson, Mrs. Duffield. The following recommendations were acted upon:

Motion by Mrs. Duffield, seconded by Mr. Rey, and carried 7-0-1 by roll call to approve the following:

Contract with Shelter of Hope, Ranch Hope. Inc., for home instruction services for high school student #7214543358, effective January 10, 2012 at a rate of \$50.00 per diem.

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, 2012 through November 30, 2012.

New Jersey School Boards Association Insurance Group ERIC South 2012 Safety Grant application in the amount of \$6,229.00.

Set Board of Education meeting dates from March 2012 through January 2012. (see page 159)

Set the 2012 Extended School Year summer program tuition rate at \$2,500.00.

Fire/Security Drills performed at the high/middle school for the month of January 2012.

Addendum to high school route HM-7 for an additional 26 miles a day at \$1.00 per mile at an increase of \$26.00 per diem for 180 days for a total increase of \$4,680.00 for the 2011-2012 school year.

Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter and Mr. Rey; nays: (0); abstentions: (1) Mr. Vail abstained on the contract with Shelter of Hope, Ranch Hope only.

Motion by Mrs. Duffield, seconded by Mr. Painter, and carried 8-0-0 by roll call to approve the following:  
That the Public Hearing for the budget for the 2012-2013 school year be held on Thursday, March 22, 2012, 7:00 p.m., at the Mary S. Shoemaker School.

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

Motion by Mrs. Duffield, seconded by Mr. Painter and carried 7-0-1 by roll call to approve the following:  
BE IT RESOLVED That the Board of Education approve by roll call vote the submission of the 2012-2013 Budget to the County Office as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 21,385,871	\$ 9,414,398
Special Revenue Fund	\$ 464,631	\$ 0
Debt Service Fund	\$ 0	\$ 0
<b>Total Base Budget</b>	<b>\$ 21,850,502</b>	<b>\$ 9,414,398</b>

AND WHEREAS, N.J.A.C. 6A:23B-1.2(b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2012-2013 school year.

NOW THEREFORE BE IT RESOLVED that the Woodstown-Pilesgrove Regional School District Board of Education hereby establishes the school district travel maximum for the 2012-2013 school year at the sum of \$85,000.

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Roll Call: ayes: (7) Mrs. Duffield, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey, and Mr. Vail; nays: (0); abstentions: (1) Mr. Crouch

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

Set parent paid preschool tuition at \$1,700.00 for the 2012-2013 school year.

Contract with Woodstown Physical Therapy and Sports Rehab for middle school student #4971130297 in the amount of \$75.00 per session for the remainder of the 2011-2012 school year.

Revised State of New Jersey Department of Education tuition reimbursement contract to include middle school student #5967119974 at a per diem of \$53.98 and resource room per diem \$33.60 for the 2011-2012 school year.

Ratify the submission of an application to participate in the Roots Program for the Woodstown Middle School. (Note: Funding comes from WT Grant Foundation and Spencer Foundation.)

Fire/Security Drills performed at the Mary S. Shoemaker School for the month of January 2012.

Contract with Gloucester County Special Services School District (quote) for after school route Y956 for Mary S. Shoemaker School Extended Day Program on Tuesday's and Thursday's beginning January 31, 2012, through May 3, 2012, for 24 days at a per diem of \$64.20 with mileage increase/decrease of \$1.50 and bus aide cost of \$40.00 (not needed at this time) for a total cost of \$1,540.80.

Contract with Gloucester County Special Services School District (quote) for after school route Y957A for Woodstown Middle School Stand Program on Tuesday's and Wednesday's beginning January 31, 2012 through February 29, 2012 for 10 days at a per diem of \$52.43 with a mileage increase/decrease of \$1.50 and bus aide cost of \$40.00 (not needed at this time) for a total cost of \$524.30 to be paid by Title I NCLB.

Contract with Gloucester County Special Services School District (quote) for after school route Y957B for Woodstown Middle School SES Program on Tuesday's and Wednesday's beginning January 31, 2012 through February 29, 2012 for 10 days at a per diem of \$52.43 with a mileage increase/decrease of \$1.50 and bus aide cost of \$40.00 (not needed at this time) for a total cost of \$524.30 to be paid by Title I NCLB.

Contract with Gloucester County Special Services School District (quote) for after school route Y958 for Woodstown Middle School Stand Program on Tuesday's and Wednesday's beginning March 6, 2012 through May 30, 2012 for 24 days at a per diem of \$52.43 with a mileage increase/decrease of \$1.50 and bus aide cost of \$30.00 (not needed at this time) for a total cost of \$1,258.32 to be paid by Title I NCLB.

Authorization for the School Business Administrator to solicit bids for a roof renovation project at the Mary S. Shoemaker School.

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

- FACILITIES REVIEW FACILITIES REVIEW – Mr. Coleman and Mr. Rizzo reviewed the Long Range Facilities Plan Proposal Update handout with the Board members. The Board requested information on estimated operational cost including a proposal as to how to fund the additional cost.
- OLD BUSINESS OLD BUSINESS – None
- NEW BUSINESS NEW BUSINESS  
Presentation of Mid-Year HIB Report – Mr. Coleman reviewed the report with the Board members. Formal action on the annual report will take place at the March 2012 Board of Education meeting.
- OTHER REPORTS OTHER REPORTS  
The following verbal reports were given:  
Mr. Vail, President, reported that Board Member Mr. Frank Frazier resigned. Mr. Vail then addressed the Board. He reviewed the protocol by which the Board should operate and how it should govern.  
  
Mr. Coleman, Superintendent, congratulated Mr. Cioffi on the PBS program.  
  
Mr. Rizzo, Business Administrator, reported on a check that will be issued prior to the next Bill List in the amount of \$ 6,000 to cover unemployment reimbursement to the State of New Jersey.
- 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., 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 the Delegate Assembly will be held on May 19<sup>th</sup>.
- FUTURE MEETINGS FUTURE MEETINGS  
March 1, 2012 – Special Finance/Facilities Committee, 5:30 p.m., district office  
March 13, 2012 – Policy Committee, 5:30 p.m., district office  
March 13, 2012 – Finance/Facilities Committee, 6:30 p.m., district office  
March 15, 2012 – Personnel Committee, 5:30 p.m., district office  
March 15, 2012 – Ed Programs Committee, 6:30 p.m., district office  
March 22, 2012 – Regular Board Meeting and Public Hearing on Budget, 7:00 p.m., MSS 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. Painter 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. (8:50 P.M.)  
a. Confidential Student Matter and Attorney Client privilege to provide council to the Board of Education.  
Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Leathers, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (0); abstentions: (0)
- RESUME PUBLIC PORTION Motion by Mrs. Miller, seconded by Mrs. Duffield, and carried 8-0 to resume the public portion of the meeting at 10:46 p.m.  
  
Motion by Mr. Rey, seconded by Mrs. Miller, and carried 6-1-0 by roll call (voting not applicable to sending district representatives) to approve the appointment of the following Shoemaker School staff member for the 2011-2012 school year as follows:  
Veronica Shute as a Mary S. Shoemaker School 1st Grade Long-Term Substitute Teacher effective March 5, 2012, through May 4, 2012, at the established rate of \$125.00 per day for each day worked, with no other benefits, during Mrs. O'Brien's maternity leave of absence. (Note: Effective dates to be adjusted as needed).  
  
Motion by Mrs. Duffield, seconded by Mr. Rey, and carried 6-2-0 by roll call to accept the letter of resignation from Mr. Frank Frazier effective immediately, with regrets.  
Roll Call: ayes: (6) Mrs. Duffield, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey and Mr. Vail; nays: (2) Mr. Crouch and Mr. Leathers; abstentions: (0)

EXECUTIVE SESSION II RECESS INTO EXECUTIVE SESSION II  
Motion by Mrs. Miller, seconded by Mr. Painter 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. (11:30 P.M.)

a. Personnel Matter

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

RESUME PUBLIC PORTION  
Motion by Mrs. Miller, seconded by Mr. Painter, and carried 8-0 to resume the public portion of the meeting at 11:50 p.m.

ADJOURNMENT  
Motion by Mrs. Miller, seconded by Mr. Painter, and carried 8-0, there being no further business to conduct, the meeting was adjourned at 11:51 p.m.

Respectfully submitted,

Mr. Frank A. Rizzo  
SBA/BS

Approved by Motion of the Board

\_\_\_\_\_  
Date

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