

MINUTES OF THE REGULAR MEETING OF THE WOODSTOWN-PILES GROVE BOARD OF EDUCATION HELD ON THURSDAY EVENING, DECEMBER 20, 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 South Jersey Times, 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. Jacobucci (arrived at 8:25 p.m.) Mr. Kelty, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey, and Mr. Vail.

Members absent: Mrs. Merriel

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, and Mrs. Braxton.

STAFF/STUDENT RECOGNITIONS STAFF/STUDENT RECOGNITIONS

Ms. Cioffi, Mary Shoemaker School Principal, introduced Young Wolverines of the Month for December: Sydney Adams and Ben Chard.

Mr. Fagnoli, Middle School Principal, introduced Junior Wolverines of the Month for December: Emily Suwala and James Bates.

Dr. Hoopes, High School Principal, introduced the Wolverines of the Month for November: Katherine Malos, and Evan Landry and for the month of December: Alexandra Podosek and Dylan Livingston.

PRESENTATIONS PRESENTATIONS

Exiting Board Member - Mr. Chapman Vail recognized and thanked Mr. Kevin Crouch, exiting Board Member, for his dedication and years of service to the district. Mr. Crouch has designated his \$500 exiting Board Member gift to the High School, Middle School and Mary Shoemaker School Teachers of the Year for classroom supplies for the 2013-2014 school year budget.

School Foundation - Mr. John Hathaway of the Woodstown-Pilesgrove School Foundation presented checks to the district in the amount of \$10,200 to cover grant commitments and \$5,500 for the high/middle school auditorium sound system.

Auditor - Mr. Samuel Delp, partner in the auditing firm of Triantos & Delp reviewed the Comprehensive Annual Financial Report (CAFR) for FY 2012. Mr. Delp noted that there were two audit recommendations.

Architects:

Brooks Garrison of Garrison Architects discussed the Early Childhood Learning Center project. Bids are expected by February 21, 2013.

Anthony Catana of Spiezle Architectural Group, Inc. discussed the high/middle school project.

MINUTES APPROVAL OF MINUTES

Motion by Mr. Painter seconded by Mrs. Miller, and carried 8-0 to approve the following minutes:  
November 1, 2012  
November 29, 2012

FINANCIAL REPORTS FINANCIAL REPORTS

Motion by Mr. Painter, 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, 2012, 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, 2012 preliminary Report of the Treasurer of School Funds for the 2012-2013 school year is in agreement with the October 31, 2012 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 20, 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. Kelty, Mrs. Miller, Mr. Morris, Mr. Painter, Mr. Rey, and Mr. Vail; nays: (0); abstentions: (0)

Motion by Mrs. Miller, seconded by Mr. Kelty, 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 2012. (see Board Minutes Financial Back-up Binder)

Motion by Mr. Kelty, seconded by Mrs. Miller, and carried 8-0-0 by roll call to approve EFT's for October 2012, additional hand check payments for October 2012, and payment list for the month of December 2012. (see Board Minutes Financial Back-up Binder)

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Kelty, 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 8-0 to approve voiding the following check:  
Check #52722 dated 10/25/12, payable to Dell, Inc., in the amount of \$1,397.90, issued under P.O. #567-13, due to check lost in the mail. Check will be reissued under check #53004.

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

- Revised Athletic Account for the month of October 2012
- Student Activities Account and Athletic Account for the month of November 2012
- Scholarships for the month of November 2012
- Odyssey of the Mind for the month of November 2012
- Revised Cafeteria report for the month October 2012

Motion by Mr. Kelty, 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 2012. (see Board Minutes Financial Back-up Binder)

AUDIENCE PARTICIPATION

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Mr. Dave Bonowski, committee member of Pilesgrove Township discussed Comcast and offered to share services with the district.

Mr. Jacobucci joined the meeting at 8:25 p.m.

EDUCATIONAL PROGRAMS COMMITTEE

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The Board reviewed the December 13, 2012 Educational Programs Committee Report submitted by Committee Chairperson, Mrs. Miller. The following recommendations that were acted upon:

Motion by Mrs. Miller, seconded by Mr. Painter, and carried 9-0-0 by roll call to approve the following:  
2013-2014 High School Program of Studies.

- Home instruction approvals as follows:
  - Local ID# 131878/NJSMART# 4367293682 – medical
  - Local ID# 162506/NJSMART# 1748105027 – administrative
  - Local ID# 131461/NJSMART# 3438008257 – medical

High School Harassment, Intimidation and Bullying report dated November 2012. (NOTE: This report was acknowledged at the November meeting, and must now be approved.)

Addendum to the High School Harassment, Intimidation and Bullying report dated November 2012.

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

2013-2014 Tri-County Budget and Ticket Prices.

Roll Call: ayes: (9) Mr. Crouch, Mrs. Duffield, Mr. Jacobucci, Mr. Kelty, 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 (voting not applicable to sending district representatives) to approve the following:

Acknowledge receipt of the Middle School Harassment, Intimidation and Bullying report dated December 2012, and to provide notification letters as required to the parents/guardians advising that this information has been provided to the Board of Education.

POLICY COMMITTEE

POLICY COMMITTEE – The Board reviewed the December 11, 2012 Policy Committee Report submitted by Committee Chairperson Mr. Morris. The following recommendation was acted upon:

Motion by Mr. Morris, seconded by Mr. Jacobucci, and carried 9-0 to approve the following policy for a first reading:

Policy #3281 – Corporate Sponsorship in School. (new)

PERSONNEL COMMITTEE

PERSONNEL COMMITTEE – The Board reviewed the December 13, 2012 Personnel Committee Report submitted by Committee Chairperson, Mr. Rey. The following recommendations were acted upon:

Motion by Mr. Rey, seconded by Mr. Kelty, and carried 9-0-0 by roll call to approve the following:  
Retirement of Marjorie Hetzer, High/Middle School cafeteria worker, effective July 1, 2013, with congratulations and regrets. (see page \_\_\_\_)

Appointment of ticket taker/seller/scorer/timer for the 2012-2013 school year. (see page \_\_\_\_)

Rescind appointment of Deborah Sottile as Head Winter Cheerleading Advisor for the 2012-2013 school year due to lack of student interest. Ms. Sottile was appointed to this position at the May 31, 2012, meeting.

Student teaching assignment request from University of Delaware student James Huchla to be placed with Kahlil Gunther

High School volunteers. (see page \_\_\_\_)

Professional development requests as follows: (see page \_\_\_\_)

Jodi DiStafano to attend Adobe Photoshop Users conference on January 16, 2013, in Atlantic City.

Sara Cobb to attend the CASE Institute "Principles of Agricultural Science – Plant" course on July 8-19, 2013, in Lincoln, Nebraska.

Gilbert Gonzalez to attend the NJASA Techspo conference on January 31-February 1, 2013, in Atlantic City.

Addition of the following to the 2012-2013 district substitute list effective December 21, 2012:  
Lisa Adkisson-Lott – substitute teacher, substitute instructional assistant, and clerical substitute.

Ghazwan Maqor – substitute teacher.

Edward Menold, Jr. – substitute teacher and substitute instructional assistant.

Rebekah Pratta – substitute teacher and substitute instructional assistant. (NOTE: Ms. Pratta is currently working as a long-term substitute instructional assistant during Ms. Allbritton's leave of absence, and would like to be added to the district substitute list once that assignment has concluded.)

Veronica Soultz – substitute teacher and substitute instructional assistant.

Jacob Willard – substitute teacher and substitute instructional assistant.

Marcey Tabar – substitute teacher.

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

Resignation of Cathy Koziel as substitute lunchroom aide effective immediately. (see page \_\_\_\_)

Middle School and Shoemaker School volunteers. (see page \_\_\_\_)

Professional development request for Carol Kenvin to attend "Powerful, Practical Strategies for Reaching 'I Don't Care!' and Underperforming Students to Increase Their School Success" on January 11, 2013, in Cherry Hill.

Compensation of 7th period stipend for Middle School staff member. (see page \_\_\_\_)

Appointment of Ondrea Sickler as a full-time paraprofessional effective January 2, 2013, through June 30, 2013, at Step 1 (\$18,300.00), prorated.

Roll Call: ayes: (8) Mr. Crouch, Mrs. Duffield, Mr. Jacobucci, Mr. Kelty, 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 December 11, 2012 Finance /Facilities/ Transportation Committee Report submitted by Committee Chairperson, Mrs. Duffield. The following recommendations that were acted upon:

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

Disposal of old office equipment located in the Board office basement. (see page \_\_\_\_)

Donation of all the equipment currently in the district's possession from Channel One News Network effective December 31, 2012. (see page \_\_\_\_)

Annual Audit for the Fiscal Year ended June 30, 2012 as reviewed and discussed including the Comprehensive Annual Financial Report (CAFR), recommendations, and the Corrective Action Plan. (see page \_\_\_\_)

Establishment of the "Young Leaders Scholarship Award". (see page \_\_\_\_)

Fire/Security Drills performed at the High/Middle School for the month of November 2012. (see page \_\_\_\_)

Contract with Garrison Architects for the High/Middle School roof replacement project. (see page \_\_\_\_)

Roll Call: ayes: (9) Mr. Crouch, Mrs. Duffield, Mr. Jacobucci, Mr. Kelty, 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 7-0-1 by roll call (voting not applicable to sending district representatives) to approve the following:

Fire/Security Drills performed at the Mary S. Shoemaker School for the month of November 2012. (see page \_\_\_\_)

Contract with Gloucester County Special Services School District for Route Y1003 to transport one middle school student (NJSMART #5967119974) to the Strang School (Ranch Hope) in Alloway beginning December 12, 2012, at a per diem of \$119.00 with mileage increase/decrease of \$1.50. (Note: The district will be reimbursed the route cost from the State of New Jersey as this student is a ward of the State).

Roll Call: ayes: (7) Mr. Crouch, Mrs. Duffield, Mr. Jacobucci, Mr. Kelty, Mrs. Miller, Mr. Morris, Mr. Painter, and Mr. Rey; nays: (0); abstentions: (1) Mr. Vail only abstained to the contract with Gloucester County Special Services School District.

OLD BUSINESS

OLD BUSINESS - None

NEW BUSINESS

NEW BUSINESS

Mr. Vail presented a request from NJSBA requesting that school districts approve the attached resolution pertaining to the fiscal cliff. The Board reviewed the resolution and discussed their request. The following action then took place:

Motion by Mr. Jacobucci, seconded by Mrs. Miller, and carried 6-3-0 to approve the attached resolution. (see page \_\_\_\_)

Roll Call: ayes: (6) Mrs. Duffield, Mr. Jacobucci, Mrs. Miller, Mr. Morris, Mr. Painter, and Mr. Vail; nays: (3) Mr. Crouch, Mr. Kelty, and Mr. Rey; abstentions: (0)

OTHER REPORTS

OTHER REPORTS

The following verbal reports were given:

President – Mr. Chapman Vail reported on the following:

- Commended the Building Principals and their staff for their efforts in safety.
- All Board of Education email correspondence will now be conducted through the Board members woodstown.org email accounts. Forwarding the woodstown.org emails to Board member personal email accounts is no longer permitted.
- Committee survey sheets are to be returned by January 3<sup>rd</sup>.
- Mr. Vail stated that it has been an honor and a privilege to lead the Board during the past year.

Superintendent - Mr. Coleman reported the following:

- Security was discussed in depth in his Superintendent Report to the Board.
- Hopes funding will be coming for security personnel.

Business Administrator - Mr. Rizzo reported on the following:

- Alaimo Engineers backed out of proposal on Monday. Mr. Rizzo is seeking additional quotes in order to move forward. Recommendation to be presented at the January reorganization meeting.
- Roof project – Areas were identified for the re-roofing project.
- Spiezle has designed a security enclosure for the south side of the high school building and will implement in September. Until then we will install a temporary wall/gate over the Christmas break.

ADMINISTRATIVE REPORTS

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

SENDING DISTRICT REPORTS

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Mr. Morris – Alloway Rep., reported that Alloway's reorganization is January 3<sup>rd</sup>. Mrs. Merriel – Upper Pittsgrove Rep., was not present.

SACC REPORT

SCHOOL AGE CHILD CARE (SACC) REPORT – Nothing to report.

DELEGATE REPORT

DELEGATE REPORT

Mrs. Miller had nothing to report.

FUTURE MEETINGS

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January 3, 2013 – Annual Reorganization Meeting, 6:00 p.m. MSS Library  
 January 15, 2013 – Policy Committee, 5:30 p.m., district office  
 January 15, 2013 – Finance/Facilities Committee, 6:30 p.m., district office  
 January 17, 2013 – Personnel Committee, 5:30 p.m., district office  
 January 17, 2013 – Ed Programs Committee, 6:30 p.m., district office  
 January 24, 2013 – Regular Board Meeting, 7:00 p.m., MSS Library

FOR YOUR INFORMATION

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Enrollment Reports  
Suspension Reports

ADJOURNMENT

Motion by Mr. Crouch, seconded by Mr. Jacobucci, and carried 9-0, with there being no further business to conduct the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Mr. Frank A. Rizzo  
SBA/BS

Approved by Motion of the Board

\_\_\_\_\_  
Date

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