

Wednesday, November 14, 2018  
Regular Meeting of the Board of Education

**1. OPENING OF THE MEETING**

**1.1 Call Meeting to Order**

The meeting of the Board of Education, City of Woodbury, was held on the above date. Mr. Abbott opened the meeting at 6:30pm and read the opening statements.

**1.2 Open Public Meetings Act**

Public notice of this meeting pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-6 et.seq.) has been given by the Board Secretary in the following manner:

Emailing notice to the *South Jersey Times* and *Courier-Post* and providing written notice to the Clerk of the City of Woodbury on June 27, 2018.

**1.3 Roll Call**

Mr. Abbott – Present  
Mrs. Catando – Present  
Mr. Coldren - Present  
Mr. Hill – Absent (with prior notice)  
Mrs. Mcilvaine - Present  
Mr. Pipolo – Absent (arrived at 7:00pm with prior notice)  
Mrs. Sylvester – Absent (with prior notice)  
Mrs. Ulmer – Present  
Mrs. Mangeri – Absent (with prior notice)  
Nora Campo, Student Representative – Present

**1.4 Pledge of Allegiance and Moment of Silence**

The Pledge of Allegiance was led by Board Vice - President, Steven Abbott, followed by a moment of silence.

**1.5 District Mission and Beliefs**

Building upon our history, diversity, and beliefs, the mission of the Woodbury City Public Schools,

*a leader in personalizing education,*

is to ensure each child becomes a responsible member of our society who excels in his or her endeavors and meets life's challenges with courage, confidence, and pride; this is accomplished by utilizing proven instructional strategies and innovative methods by highly skilled and dedicated individuals in partnership with families, our city, and the global community.

**1.6 Student Representative Report**

Nora Campo discussed various items that have occurred in the past month including:

- Pie fundraiser
- Veteran's Day presentation
- High School on the Horizon
- Junior High School play
- Art in the Street
- Winter sports starts this week
- Last week of football

Mr. Abbott spoke about Mrs. Catando's contribution to the Board and presented her with a Woodbury plate of appreciation.

Mrs. Catando said that this Board is a very professional Board and expressed her gratitude for being a part of it.

**1.7 Presentations/Reports**

- Evergreen Avenue Elementary School: Thomas Braddock  
Mr. Braddock presented his report on adverse childhood experiences. At the end of his presentation, staff from Evergreen Avenue Elementary School spoke on the need for new initiatives to aid in implementing this.

Catherine Kiser, 1147 Tatum Street, Woodbury – spoke that these issues are everywhere, not just in Woodbury.

Miss Campo left the meeting at 7:00 p.m.

Mr. Pipolo arrived at 7:00 p.m.

- Special Services Report: Dr. Jeffrey Adams – see attached report.  
Mrs. Ulmer would like an update on the 504's.

Mr. Coleman stated he would ask for an update.

### **1.8 Committee Reports**

The following committees may provide verbal reports:

1. Business Operations -- Eric Hill, Chair  
Mr. Abbott reported that a Business Operations Committee meeting was held this evening prior to the Board Meeting.
2. Communications Committee -- Peggy Ulmer, Chair – no report.
3. Curriculum Committee -- Melissa Catando, Chair – no report.
4. Discipline Committee -- Elizabeth Mcilvaine, Chair – no report.
5. Personnel Committee -- Steven Abbott, Chair  
Mr. Abbott reported that the committee is still in negotiations.
6. Policy Committee -- Kathy Mangeri, Chair  
Mr. Abbott reported for Mrs. Mangeri and stated that the 1<sup>st</sup> reading on policies are tonight.

### **1.9 Board President's Update**

Mr. Abbott reported that the Board went to the NJSBA Workshop in October. Mr. Abbott spoke on what was discussed in classes that he attended.

Mr. Abbott asked that the Board think of a timeline for filling the new Board vacancy. He stated that this will be reviewed at a later date.

Mr. Abbott also reiterated that the Board needs to review the superintendent resumes.

### **1.10 Superintendent's Report**

Mr. Coleman discussed his report.

### **1.11 School Business Administrator's Report**

Mrs. McCabe presented her report.

### **1.12 Open Meeting to the Public for Comment**

Open: Motion Mrs. Mcilvaine Second Mrs. Catando

Stephanie Jones, 140 Spring Street, Woodbury – asked if the students can get snacks if they owe money.

Mrs. McCabe stated she would check with Mrs. McGuigan about this.

Ms. Jones asked to have more information on upcoming events on the website.

Ms. Jones stated she was a lunch aide in the district and that she does not get paid to do NJ Safe Schools Training. She claimed she is doing the training at home.

Mr. Coleman stated he would look into it.

Ms. Jones talked about the minimum wage going up as of January 1, 2019 to \$8.85. She stated that she has been with the district for 12 years and new people are getting \$.70 cents less. She is asking for an increase.

Peg Sickel Hertrich, 145 Rugby Place, Woodbury – stated that she gave her packet to apply for the open Board position.

Mr. Coldren questioned when Mrs. Catando's resignation was as of and the legality of whether there was a quorum.

Mrs. McCabe read Mrs. Catando's resignation letter, which stated her last meeting would be the November 14, 2018 meeting.

Donna Clementoni, 115 Rugby Place, Woodbury – asked what the procedure is to replace a board member.

Mr. Abbott said that once the candidate is interviewed the Board will then appoint them until the next election.

Veronica Rivera, 21 Delaware Street, Woodbury – stated she works at the Family Success Center and spoke on her availability to everyone as needed.

Summer Smith, 456 Griscom Drive, Woodbury – asked what the policies are that the board was adopting tonight.

Mr. Coleman explained what the two policies are that are on the agenda.

Ms. Smith suggested putting the free and reduced lunch applications at the Woodbury City Library.

Ms. Smith discussed the cars speeding down the road at West End School.

Patricia Martin, 222 South Columbia Street, Woodbury – voiced her concerns about parents dropping off students at the High School.

Ms. Martin stated as a band parent she spoke of her appreciation for all that was done for the band.

Katherine Keiser, 1147 Tatum Street, Woodbury - asked about the process for the superintendent search.

She thanked the Board for the band truck and the Board’s support of the band.

Ms. Keiser thanked Mrs. Catando for her contribution.

Ms. Keiser stated that anyone who runs for election deserves the chance to put in for the vacancy.

Close: Motion \_\_\_\_\_ Mrs. Mcilvaine \_\_\_\_\_ Second \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

## **2. STUDENTS AND PROGRAMS (ACTION ITEMS)**

### **2.1 Homebound Instruction**

The Woodbury City Board of Education hereby ratified and affirmed providing homebound instruction for students.

### **2.2 Additional Out of District Placement**

1. The Woodbury City Board of Education hereby ratified and affirmed the placement of student #8408159565 at Bankbridge Regional North at the per diem rate of \$225.22, effective October 22, 2018 through the remainder of the school year.
2. The Woodbury City Board of Education hereby ratified and affirmed the placement of student #3908995362 at Brookfield Academy at the per diem rate of \$299.00, effective October 16, 2018 through the remainder of the school year.
3. The Woodbury City Board of Education hereby ratified and affirmed the placement of student #8309747966 at Mary A. Dobbins School - Legacy Treatment Center at the per diem rate of \$341.77, effective October 22, 2018 through the remainder of the school year.

### **2.3 Harassment, Intimidation, and Bullying - Affirmation**

The Woodbury City Board of Education hereby affirmed the superintendent's decisions associated with the harassment, intimidation, and bullying (HIB) incident reported to the Board at the October 17, 2018, Board of Education meeting.

### **2.4 McKinney Vento Act**

The Woodbury City Board of Education hereby approved the students under the McKinney Vento Act who are being received by another public school district for the 2018-19 school year, with Woodbury City Public School District fiscally responsible for the tuition.

<b>Student ID#</b>	<b>Responsible District</b>	<b>Town of Temporary Residence</b>	<b>Receiving District</b>	<b>Start Date</b>	<b>Tuition ***</b>
2006198469	Woodbury	Berkley Township	Berkley Township	9/6/2018	\$13,100
3024480104	Woodbury	Gateway Regional	Gateway Regional	9/1/2018	\$17,235.00
9843205301	Woodbury	Gateway Regional	Gateway Regional	9/1/2018	\$17,235.00

**\*\*\* Tuition rates will be adjusted depending on the status of the student under the McKinney Vento Act.**

## 2.5 Tuition

The Woodbury City Board of Education hereby approved the acceptance of student #8818626540 as a tuition student from Paulsboro School District to attend the Evergreen Avenue Elementary School for the remainder of the 2018-19 school year, at a cost of \$21,718, to be paid by the Paulsboro School District.

Motion: \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

Second: \_\_\_\_\_ Mr. Pipolo \_\_\_\_\_

	Yes	No	Abstained
Items #2.1-2.5	5	1 Mr. Coldren	

## 3. ROUTINE MATTERS (ACTION ITEMS)

### 3.1 Approval of Minutes

The Woodbury City Board of Education hereby approved the Minutes of the Board of Education Meeting held on October 17, 2018.

The Board of Education has had the minutes prior to this meeting to examine. Once approved the minutes will become available to the public.

### 3.2 Secretary's Report

The Woodbury City Board of Education hereby approved the Secretary's Report for October 2018.

### 3.3 Cash Report

The Woodbury City Board of Education hereby approved the Cash Report for October 2018.  
File Attachments

### 3.4 Transfers

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the transfers in line accounts in accordance with the list submitted.

### 3.5 Payment of Bills

1. The Woodbury City Board of Education hereby ratified and affirmed the payment of bill lists #1, and #2 without exception.
2. The Woodbury City Board of Education hereby approved the payment of bill list #3 without exception.

### 3.6 Revenue Amounts/Sources

The Woodbury City Board of Education hereby recognized the Board Secretary's certification, in accordance with N.J.A.C. 6A:23A-16.10c2, that there are changes in anticipated revenue amounts and revenue resources as presented in the Board Secretary's Report.

### 3.7 Certifications

1. Secretary's Report - Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2018, The Board Secretary certified that no line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10c3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
2. Board of Education Certification -The Woodbury City Board of Education hereby certified, pursuant to N.J.A.C. 6A:23A-16.10c4, that after review of the secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10c and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion: \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

Second: \_\_\_\_\_ Mrs. Mcilvaine \_\_\_\_\_

	Yes	No	Abstained
Items #3.1-3.7	5	1 Mr. Coldren	
Item #3.1	4	0	2 Mr. Abbott and Mrs. Ulmer

#### **4. PERSONNEL - CERTIFICATED (ACTION ITEMS)**

##### **4.1 Retirement**

The Woodbury City Board of Education hereby accepted the retirement of Linda Brewer, Teacher of Grade 1 at West End Memorial Elementary School, effective January 1, 2019. Mrs. Brewer has been an educator in the district for twenty-nine years.

##### **4.2 Employment**

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of **Kristyn Rieger** as School Nurse for the West End Memorial Elementary School, beginning November 15, 2018, for the 2018-2019 school year, at a pro-rated salary TBD\*, pending final receipt of New Jersey Department of Education Certification.

*\*Salary, including step, will be determined and re-approved upon the completion of WEA negotiations. The minimum salary will be BA/Step 1, currently \$49,611.*

##### **4.3 Employment Amendment**

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved to amend the employment of Donna Cohen from Supervisor of Curriculum and Instruction: Grades 6-12 to a new title of Supervisor of Curriculum and Instruction: Grades 6-12/Director of Guidance for the Woodbury City Public Schools, effective for the 2018-2019 school year.

##### **4.4 Substitute Professional Staff**

The Woodbury City Board of Education hereby approved the employment of Joanne DeRitis as a Substitute Nurse for the Woodbury City Public School District, effective November 15, 2018, for the 2018-2019 school year, to be compensated at the approved per diem/hourly rate.

##### **4.5 Extra-Curricular**

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of the following 2018-2019 athletic extra-curricular appointments:

<b>Appointment</b>	<b>Position/Activity</b>	<b>Stipend</b>
Anthony Reagan	Assistant Coach/Boys Basketball	Step 4/\$6,134
Melissa Rainey*	Assistant Coach/Girls Basketball	Step 1/\$4,164
Rahmod Noel	JHS Coach/Boys Basketball	Step 1/\$2,234
Dominique Sellers (Bentley)*	JHS Coach/Girls Basketball	Step 1/\$2,234
Sarah Blake	Volunteer Coach/Swimming	N/A
Theodore Little	Volunteer Paraprofessional/Boys Basketball	N/A
Fran Kelly	Volunteer Paraprofessional/Boys Basketball	N/A
Julia Ruczynski	Volunteer Paraprofessional/JHS Girls Basketball	N/A

\*Pending Criminal History Approval

Motion: \_\_\_\_\_ Mrs. Mcilvaine \_\_\_\_\_

Second: \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

**Yes**

**No**

**Abstained**

<b>Items #4.1-4.5</b>	<b>5</b>	<b>1</b> <b>Mr. Coldren</b>	
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#### **5. PERSONNEL - SUPPORT (ACTION ITEMS)**

##### **5.1 Leave of Absence**

The Woodbury City Board of Education hereby ratified and affirmed an intermittent unpaid leave under the NJFLA for Patricia Christopher, Special Education Aide for the Woodbury City Public School District, beginning October 29, 2018, through June 30, 2019.

##### **5.2 Resignation**

1. The Woodbury City Board of Education hereby ratified and affirmed the resignation of Larissa Albus as an Instructional Assistant for the Woodbury City Public School District, effective October 19, 2018.
2. The Woodbury City Board of Education hereby ratified and affirmed the resignation of Colleen Gross as a Preschool Aide for the Woodbury City Public School District, effective October 22, 2018.
3. The Woodbury City Board of Education hereby ratified and affirmed the resignation of Ebony Victor as a Preschool Aide for the Woodbury City Public School District, effective November 6, 2018.
4. The Woodbury City Board of Education hereby accepted the resignation of Catherine Lessman as a Secretary for the Woodbury Junior High School, effective November 26, 2018.

### 5.3 Employment

1. The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Tina Capalbo as an Instructional Assistant, for Woodbury City Public School District, beginning November 10, 2018, for the 2018-2019 school year, to be compensated at a rate of \$16.20 per hour, not to exceed twenty-nine hours per week, pending final receipt of criminal history approval.
2. The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the employment of Christine Spadano La Paglia as an Instructional Assistant, for Woodbury City Public School District, beginning November 12, 2018, for the 2018-2019 school year, to be compensated at a rate of \$16.20 per hour, not to exceed twenty-nine hours per week, pending final receipt of criminal history approval.
3. The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby approved the employment of Rita Wolcott as a Preschool Aide, for Woodbury City Public School District, beginning November 15, 2018, for the 2018-2019 school year, to be compensated at a rate of \$11.76 per hour, not to exceed twenty hours per week, pending final receipt of criminal history approval.

### 5.4 Termination

The Woodbury City Board of Education, upon the recommendation of the superintendent, hereby ratified and affirmed the termination of employee #4253 as an Instructional Assistant for the Woodbury City Public School District, effective, November 12, 2018.

Motion: \_\_\_\_\_ Mrs. Mcilvaine \_\_\_\_\_

Second: \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

**Yes**

**No**

**Abstained**

Items #5.1-5.4	5	1 Mr. Coldren	

## 6. BUSINESS AND FINANCIAL (ACTION ITEMS)

### 6.1 Board Member Resignation

The Woodbury City Board of Education hereby approved the resignation of Melissa Catando as a Board member effective November 14, 2018.

### 6.2 Agreement for Internships

The Woodbury City Board of Education hereby approved an agreement with Widener University to accept Occupational Therapy interns in the district for the 2018-2019 school year.

### 6.3 Grant Approval

The Woodbury City Board of Education hereby approved to extend the grant from the Gloucester County Youth Service Commission to provide mentoring and counseling services (SLAG/GALS) from January 1, 2019 through December 31, 2019.

### 6.4 Travel and Work Related Expenses

1. The Woodbury City Board of Education hereby approved the travel and work related expenses for Board Members.
2. The Woodbury City Board of Education hereby ratified and affirmed work related expenses for employees.
3. The Woodbury City Board of Education hereby approved the travel and work related expenses for employees.

### 6.5 Use of Facility

1. The Woodbury City Board of Education hereby approved the use of the Room #S121 (All Purpose Room), at the Evergreen Avenue Elementary School, by the Woodbury Child Development Center for a Basket Bingo on December 7, 2018 from 4:00pm - 10:00pm. (User: Class II)
2. The Woodbury City Board of Education hereby approved the use of the Room #E104 (All Purpose Room), at the West End Elementary School, by the Act I Dance Studio for a Christmas Show on December 20, 2018 from 4:00pm - 9.00pm. (User: Class III)
3. The Woodbury City Board of Education hereby approved the use of the Rooms #C130 (Auditorium) and #N140 (Gold Cafeteria), at the Junior-Senior High School, by the Woodbury Soccer Club for an Annual Banquet on December 7, 2018 from 6:30pm - 8.00pm. (User: Class II)
4. The Woodbury City Board of Education hereby approved the use of the All Purpose Room, at the Walnut Street School, by the Walnut St. HSA for a Holiday Shop Family Night on December 12, 2018 from 5:30pm - 8.30pm. (User: Class I)
5. The Woodbury City Board of Education hereby approved the use of the Lobby and the Hallways, at the Junior-Senior High School, by the Woodbury Project Graduation Committee for fundraising events at various school activities held in the Junior-Senior High School, from November 2018 through the end of the school year.

### 6.6 Policy

The Woodbury City Board of Education hereby approved the first reading of new and revised policy.

### 6.7 Professional Development Plan

The Woodbury City Board of Education hereby approved the local Professional Development Plan for the 2018-2019 school year.

### 6.8 District Mentoring Plan

The Woodbury City Board of Education hereby approved the District Mentoring Plan for the 2018-2019.

Motion: \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

Second: \_\_\_\_\_ Mrs. Mcilvaine \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	<b>Abstained</b>
<b>Items #6.1-6.8</b>	<b>5</b>	<b>1</b> <b>Mr. Coldren</b>	
<b>Item #6.1</b>	<b>5</b>	<b>0</b>	<b>1</b> <b>Mrs. Catando</b>
<b>Item #6.4 (name only)</b>	<b>4</b>		<b>2</b> <b>Mr. Abbott and</b> <b>Mrs. Ulmer</b>

## 7. OLD/NEW BUSINESS

### 7.1 Old Business

#### 7.2 New Business

Mr. Coldren asked about the Board vacancy.

Mr. Abbott asked for the Board's input for a timeline to fill the Board vacancy.

Mrs. Mcilvaine made a motion to appoint Peg Sickel Hertrich to fill the vacancy.

~~Mr. Coldren seconded it.~~ No second motion was received.

No vote was taken. There was a discussion on the past and present filling of vacancies.

Mr. Coldren and Mrs. Mcilvaine advocated that the interviews be held in public.

Mr. Pipolo asked that the solicitor be in attendance at the December meeting.

Mr. Coldren made a motion and Mrs. Mcilvaine seconded to put Peg Sickel Hertrich as a candidate along with the solicitor being there at the next meeting and to take action on it.

Motion: \_\_\_\_\_ Mr. Coldren \_\_\_\_\_

Second: \_\_\_\_\_ Mrs. Mcilvaine \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	<b>Abstained</b>
<b>Items #7.2</b>	<b>3</b>	<b>2</b> <b>Mr. Abbott and Mrs.</b> <b>Ulmer</b>	

Mr. Coleman asked if the board was not advertising for filling the vacancy.

Mr. Pipolo made a motion to advertise for resumes for the candidates.

Mrs. Ulmer seconded it.

This is at the December regular board meeting.

Motion: \_\_\_\_\_ Mr. Pipolo \_\_\_\_\_

Second: \_\_\_\_\_ Mrs. Ulmer \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	<b>Abstained</b>
<b>Items #7.2</b>	<b>4</b>	<b>1</b> <b>Mrs. Mcilvaine</b>	

The advertisement will be in the South Jersey Times, Courier Post and put on the website. The average advertisement is for 10 days. It was suggested that it be on social medial (Facebook, Instagram, and Twitter) as of November 19, 2018 and advertise November 26 2018 to December 7, 2018 in the newspapers.

Mr. Pipolo said that the advertisement should be at the discretion of the Board Secretary and the Superintendent, as per past practice.

Mr. Coleman and Mrs. McCabe will review this with the solicitor and let everyone know if there is anything different. If so, they will let the Board know.

**8. CLOSING OF THE MEETING**

**8.1 Representatives**

The following representatives may provide verbal reports:

City Council Liaison -- David Pipolo – no report.

Gloucester County School Boards Association -- Joseph Coldren – no report.

New Jersey School Boards Association Delegate Assembly -- Steven Abbott – no report.

New Jersey School Boards Association Legislative Committee -- Joseph Coldren – no report.

**8.2 Open Meeting to the Public for Comment**

Open: Motion \_\_\_\_\_ Mr. Hill \_\_\_\_\_

Second \_\_\_\_\_ Mr. Pipolo \_\_\_\_\_

No public comment.

Close: Motion \_\_\_\_\_ Mr. Hill \_\_\_\_\_

Second \_\_\_\_\_ Mr. Pipolo \_\_\_\_\_

**8.3 Adjournment to End the Board Meeting**

The meeting was adjourned at 9:01 pm.

Respectfully Submitted,

Nancy L. McCabe,  
Business Administrator/Board Secretary