

WINSLOW TOWNSHIP BOARD OF EDUCATION
Addendum –Regular Meeting – Wednesday, December 2, 2009

VI. AWARDS & PRESENTATIONS

1. Bowman & Company, LLP

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORTS

1. Acceptance of the 2008 – 2009 Audit

Recommend the acceptance of the findings and recommendations contained in the 2008 – 2009 Comprehensive Annual Financial Report, Auditor’s Management Report, and Summary of Audit Report.

2. 2008 – 2009 Audit Findings

Recommend the acceptance of the Audit Findings and Corrective Action contained in the 2008-2009 Comprehensive Annual Financial Report as listed below:

Finding # 1 - The capital asset records included several assets that could not be located during the test of existence.

Finding # 2 - The School District did not adopt a policy for travel and expense reimbursement, public relations and professional services, SEMI reimbursement, nepotism, contributions, and contract awards, exceeding purchase order amounts, vehicle tracking and use, and hazardous route business as required in the fiscal accountability regulation.

Finding # 3 – The amounts billed for before and after school fund activity did not reflect the actual activity of students attending the program during the year. The records did not include a reconciliation of the actual activity during the year and required a significant write off of accounts receivable in order to accurately reflect the balance at June 30, 2009.

Finding # 4 – The Regional Day School had an operating loss during the fiscal year and at June 30th had a deficit in fund balance.

3. Bill List

Exhibit X111:3

Approve the Vendor Bill List as per the attached exhibit.

4. Dell Financial Services Lease/Purchase 2009 – 2011

Approve the lease/purchase of 200 computers from Dell Financial Services for three years from 2009 through 2011 at a cost of \$63,066.58/year.

NOTE: Dell has a state contract.

On a motion made by _____, seconded by _____, approval of Business Administrator's Report is granted.

Roll Call:

_____ Ms. Pitts	
_____ Mr. Benjamin, Sr.	_____ Ms. Tutt
_____ Mr. Capaldi	_____ Ms. Yanez
_____ Mr. DiMeglio	_____ Mr. Tomasello
_____ Ms. Mitchell	

XIX. PERSONNEL

1. Leave of Absence

Approve the following Leave of Absence pursuant to documents filed in the Office of Human Resources:

	Name	Sch	Position	From	To	
A	Smith, Edward (revision of return date)	RDS	Custodian	7/1/09-8/31/09 9/1/09-12/8/09	7/1/09-8/31/09 9/1/09-12/4/09	P U

2. Retirements

Approve the following Retirements pursuant to documents filed in the Office of Human Resources:

	Name	Location	Position	Effective
A	Milich, Carol	HS	French Teacher	7/1/2010
B	Brown, Rita	No. 4	Kindergarten Teacher	7/1/2010
C	Sweeney, Anita	No. 5	Special Education Teacher	7/1/2010
D	Zielinski, Patricia	No. 5	School Nurse	7/1/2010
E	Dunleavy, Christine	No. 5	Music Teacher	7/1/2010
F	Thumm, Arlene	No. 3	Preschool Teacher	7/1/2010

3. Resignation

Approve the following Resignation pursuant to documents filed in the Office of Human Resources:

	Name	Location	Position	Effective
A	Stevenson, Jodi	No. 5	Lunchroom/Playground Aide	12/7/09

4. New Hires

Approve the following New Hires for the 2009/2010 school year:

	Start Date	Name	Position	Sch	Prorated Salary - Guide/Step
A	1/4/2010	Heller, Donna (replacing K. Briggs)	Bookkeeper/Payroll	BOE	\$40,000 – NA
B	12/7/09	Long, Jeffrey (new)	Educational Student Aide/Classroom	RDS	\$13,215 – ESA-Step 1
C	12/7/09	Hankins, Donna (replacing C. Pino)	Educational Student Aide/Classroom	No. 4	\$15,409 – ESA-Step 2
D	1/4/2010	Wright, Samuel (new)	Educational Student Aide/Classroom	MS	\$16,885 – ESA-Step 3
E	12/7/09	Tung, Claudia (new)	Educational Student Aide/Classroom	MS	\$13,215 – ESA-Step 1

Note: Proper documentation has been submitted and is on file for the above New Hires.

4. Termination

Approve the following Termination for the 2009/2010 school year:

	Name	Position	Sch	Effective
A	Woodson, Charles	Educational Student Aide/Bus	Garage	9/1/09

5. Reinstatement

Approve the Reinstatement of former Staff Members as follows:

	Name	Position	Prorated Salary	Effective
A	Huber, Dorothy	Lunchroom/Playground Aide (3 hrs.)/ ESA/Bus (2 hrs.)	\$10,260 \$6,080	3/6/09 – 6/30/09
B	Heggan, Lois	Lunchroom/Playground Aide (3 hrs.)/ ESA/Bus (5.5 hrs.)	\$10,260 \$16,720	3/6/09 – 6/30/09
C	Danifo, Donna	Lunchroom/Playground Aide (3 hrs.)/ ESA/Bus (4 hrs.)	\$10,260 \$12,160	3/6/09 – 6/30/09

6. Reappointment of Staff Member

Approve the Reappointment of the following Staff Member for the 2009/2010 school year:

	Name	Position	Salary	Effective	Start
A	Huber, Dorothy	Lunchroom/Playground Aide (3 hrs.)	\$10,674	9/1/09-6/30/2010	12/7/09

7. Substitutes

Exhibit

- a. Approve Source4Teachers Certified Substitutes for the 2009/2010 school year as listed on the attached exhibit.
- b. Approve the following Winslow Township Certified Substitutes for the 2009/2010 school year.

	Certified
A	Jackson, Barry
B	Kircher, Leslie
C	Fridolph, Janine
D	Lewis, James

8. Rescission of Appointment

Approve the Rescission of Appointment of Mr. Joseph Winters, Custodian, for the 2009/2010 school year.

9. Change in Employment Status

Approve a Change in Employment Status for 2009/2010 school year as follows:

	Name	Sch	Position	From	To	Effective
A	Spahr, Rachel	No. 6	School Psychologist	Part-time (17.5 hours) \$26,631	Part-time (26.25 hours) \$39,946	12/7/09

On a motion made by _____, seconded by _____, approval of Personnel Items is granted.

Roll Call:

_____ Ms. Pitts	_____ Ms. Tutt
_____ Mr. Benjamin, Sr.	_____ Ms. Yanez
_____ Mr. Capaldi	_____ Mr. Tomasello
_____ Mr. DiMeglio	
_____ Ms. Mitchell	