

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

**Regular Board of Education Meeting**

**Wednesday, December 15, 2010**

***Winslow Township Middle School***

**Agenda**

**7:00 p.m.**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **05/05/10**. It was advertised in the Courier Post, Philadelphia Inquirer and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center and Winslow Township Post Offices.

**II. MISSION STATEMENT**

The ***Mission*** of the Winslow Township School District, a large diverse and growing community, is to educate all students to become independent, life-long learners, critical thinkers and caring and confident members of their community. The District, in partnership with the community, and in a climate of cooperation and mutual respect, will provide an academic environment which values excellence and diversity, encourages students to strive for personal excellence, and assists them in acquiring the knowledge, skills and attitudes necessary to contribute positively to a rapidly changing world.

**III. ROLL CALL**

Mark Benjamin, Sr.  
Dino Capaldi  
Christopher McGinnis  
Eartha Mitchell  
Julie A. Peterson  
Aleta Sturdivant  
Angelia M. Tutt

Cheryl Pitts, Vice President  
Deborah Yanez, President  
H. Major Poteat, Ed.D., Superintendent  
Ann F. Garcia, Ed.D., Bus. Admin./Bd. Secretary  
Damon Tyner, Parker McCay, P.C., Solicitor  
Leah Feniola, Student Representative  
Thuyvan Luu, Student Representative

**IV. PLEDGE OF ALLEGIANCE**

**V. BOARD OF EDUCATION – TEAM CHARTER**

1. ***At all Times:*** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.
2. ***Before a Meeting:*** Be prepared for board meetings by reading packets prior to board meetings; Refuse to become involved (collectively, as individuals, or in our communities) in micro-management; Get the answers to questions and concerns prior to the board meeting.
3. ***During a Meeting:*** Listen and speak with respect for others at all times; Vote with conviction; Align our actions as closely as possible to stated goals and objectives; Create an open, problem-solving management climate in which differences and problems are met head-on and clarified rather than swept under the rug or smoothed over; Promote mutual involvement and interdependency rather than selfish competition or subversive rivalry.
4. ***After a Meeting:*** Develop trust; Uphold all decisions made by the Board; Periodically follow-up on district, board and CSA goals; Understand and respect the separate roles and responsibilities of the board and the administration to confine activities within the boundaries of those roles.

If any board member feels that another board member has violated any provision of this agreement, that board member shall personally talk with the offending board member in an attempt to resolve the issue. If the attempt fails, the board member who feels that another board member has violated this agreement shall bring the matter to the attention of the entire board. Any grievances that arise should be dealt with at the earliest practical opportunity.

**VI. CORRESPONDENCE**

**None at this time.**

**VII. AWARDS/PRESENTATIONS**

1. School No. 6 Student Council – Bullying & Harassment Presentation
2. Bowman & Company, LLP – Fiscal Year 2009-2010 Audit Presentation

**VIII. MINUTES**

Regular Meeting

Wednesday, December 1, 2010

Open/Closed Sessions

<p><b>On a motion made by _____, seconded by _____, approval of Minutes is granted.</b></p> <p>Exceptions: _____</p> <p>Roll Call:</p>	
<p>_____ Mr. Benjamin, Sr.</p> <p>_____ Mr. Capaldi</p> <p>_____ Mr. McGinnis</p> <p>_____ Ms. Mitchell</p> <p>_____ Ms. Peterson</p>	<p>_____ Ms. Sturdivant</p> <p>_____ Ms. Tutt</p> <p>_____ Ms. Pitts</p> <p>_____ Ms. Yanez</p>

**IX. BOARD COMMITTEE REPORTS**

**X. PUBLIC COMMENTS (Time Limited)**

**Notation of Public Comments on Agenda Items** – The Board President will recognize those individuals in the audience who wish to comment. Please respect the following procedures:

1. State your full name and address.
2. Please limit your comments to five minutes.
3. Submit your questions to the Board of Education with your name, address and telephone number where you can be contacted. Your questions will be answered within a reasonable time.

<p><b>On a motion made by _____, seconded by _____, approval of Public Comments is granted.</b></p> <p>Exceptions: _____</p> <p>Voice Vote:</p>
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**XI. ADJOURNMENT OF PUBLIC COMMENTS**

<p><b>On a motion made by _____, seconded by _____, approval to adjourn Public Comments is granted.</b></p> <p>Exceptions: _____</p> <p>Voice Vote:</p>
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**XII. SUPERINTENDENT'S REPORT**

**A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

1. First Reading of Policies & Regulations **None at this time.**
2. Second Reading of Policies & Regulations **None at this time.**
3. Fire Drill Report **Exhibit XII A: 3**

Approve the Fire Drill Report, for the month of November 2010, as per the attached exhibit.

4. Field Trips **Exhibit XII A: 4**  
Approve Field Trips for the 2010-2011 school year as per the attached exhibit.

5. Professional Development/Workshops & Conferences **Exhibit XII A: 5**

- a. Approve Professional Development opportunities for the 2010-2011 school year, as per the attached exhibit.

- b. Approve the Professional Development opportunity as listed below:

Title: Parent Evening Workshop – Overview of English as a Second Language Program  
Date(s): Thursday, December 16, 2010  
Time: 6:30 p.m. – 7:30 p.m.  
Audience: Parents  
Presenter: Dr. Gloria Garcia – Rowan University  
Costs: \$900.00  
Funding: Title III  
Purpose: To inform parents of the English as a Second Language program, strategies for homework and their involvement in the schools.

- c. Approve the Professional Development opportunity as listed below:

Title: ELMO Document Camera Training  
Date: Thursday, January 6, 2011  
Time: 4:00 p.m. – 6:00 p.m.  
Audience: All District Teachers  
Presenter: Yuka Narasaki – ELMO USA Corp.  
Costs: There is no charge for this training.  
Purpose: To provide training to assist teachers to become more proficient in using ELMO document cameras in the

classroom to promote student engagement.

- d. Approve the payment to Lenape Regional Staff Development Council, in the amount of \$50.00, for 1 additional teacher who participated in the “Tools for the Tech-Savvy Music Teacher” on November 2, 2010.

**Note:** This amount will be paid through NCLB Title II A Grant funds.

- 6. Tuition Students **None at this time.**

- 7. Terminate Out-of-District Placements

Approve the termination of the following out-of-district student placements for the 2010-2011 school year:

Placement	Effective	Cost	Reason
Archbishop Damiano	11/24/10	\$43,109.41	Medical
East Mountain School	12/03/10	\$62,792.10	Transferred to WTMS

- 8. Homeless Student(s) **None at this time.**

- 9. Homebound Instruction **Exhibit XII A: 9**

Approve Homebound Instruction for students for the 2010-2011 school year, as per the attached exhibit.

- 10. Fundraiser(s) **Exhibit XII A: 10**

Approve the following fundraisers/school activities for the 2010-2011 school year as listed below and as per the attached exhibits:

School No. 2

- Friendly’s Night (01/10/11) – H.S.A.

WTMS

- Yearbook Sales – Yearbook Club
- 7<sup>th</sup> & 8<sup>th</sup> Grade Dance/Toys4Tots Collection – WTMS Staff

WTMS

- Coupon Books – Renaissance Club
- Yearbook Sales – Yearbook Club

- 11. Schools No. 1 & No. 5 - Fundraiser

Approve the staff at Schools No. 1 and No. 5 to collect donations for a Winslow Township Family in need.

12. School No. 3 – “Walk Across America” Activity **Exhibit XII A: 12**
- Approve School No. 3 to participate in the “Walk Across America” program to promote physical fitness, teamwork and geography skills.
13. School No. 4 – “Jump Rope for Heart” & “Heart Smart” Family Fun Night
- a. Approve School No.4 to participate in the “Jump Rope for Heart” program on February 14, 2011, as part of the Physical Fitness unit.
- b. Approve School No. 4, as an extension of the “Jump Rope for Heart” program, to conduct a “Heart Smart” Family Fun Night on Tuesday, February 15, 2011 for parents and students.
14. School No. 4 – SMART STARTER Grant
- Approve School No. 4 to apply for the SMART STARTER Grant, a grant developed to help educators purchase their first SMART product at significant discounts and to enable teachers to use technology within their school.
15. School No. 5 – “Winter Warmth Tree”
- Approve School No. 5 Student Council to participate in “Winter Warmth Tree” during the months of December and January, a program to collect new hats, mittens, scarves, gloves and socks for local families in need.
16. School No. 5 – “Animal Welfare Collection”
- Approve the School No. 5 Student Council to participate in “Animal Welfare Collection” during the month of May 2011, a program to collect old towels, blankets, cat and dog food and pet toys.

**B. Principal’s Update(s)**

- |                                 |                         |
|---------------------------------|-------------------------|
| 1. Monthly School Highlights    | <b>Exhibit XII B: 1</b> |
| 2. Ethnic Enrollment Report     | <b>Exhibit XII B: 2</b> |
| 3. Suspension Report            | <b>Exhibit XII B: 3</b> |
| 4. Violence & Vandalism Reports | <b>Exhibit XII B: 4</b> |

**C. Curriculum Update(s)**

**None at this time.**

<b>On a motion made by _____, seconded by _____, approval of Superintendent's Report is granted.</b>	
Exceptions: _____	
Roll Call:	
_____ Mr. Benjamin, Sr.	_____ Ms. Sturdivant
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. McGinnis	_____ Ms. Pitts
_____ Ms. Mitchell	_____ Ms. Yanez
_____ Ms. Peterson	

**XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT**

**A. Reports**

- |   |                           |
|---|---------------------------|
| 1. Transportation Update – Mr. John Gaskill       | <b>None at this time.</b> |
| 2. Sodexo Food Services Update – Mr. Howard Ellis | <b>None at this time.</b> |

**B. THE BUSINESS ADMINISTRATOR/BOARD SECRETARY RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:**

- |   |                          |
|---|--------------------------|
| 1. <u>Line Item Transfers</u>   | <b>Exhibit XIII B: 1</b> |
| Approve the Line Item Transfers, for the month of October 2010, as per the attached exhibit.  |                          |
| 2. <u>Treasurer's Report</u>  | <b>Exhibit XIII B: 2</b> |
| Approve the Treasurer's Report, for the month of October 2010, as per the attached exhibit.   |                          |
| 3. <u>Board Secretary's Report</u>  | <b>Exhibit XIII B: 3</b> |
| Approve the Board Secretary's Reports, for the month of October 2010, as per the attached exhibit.  |                          |
| 4. <u>Board Secretary's Certification</u>   |                          |
| Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of October 2010, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Winslow Township 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. 6:23-2.12 (a) 1. |                          |

5. Boards' Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies that as of October 2010 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 Boards' 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.

6. Bill List **Exhibit XIII B: 6**

Approve the Bill List as listed below and as per the attached exhibit.

- Vendor Bill List \$2,372,839.91

7. Payroll **None at this time.**

8. Use of Facilities Report **Exhibit XIII B: 8**

Approve the Use of Facilities as listed below and as per the attached exhibit:

- Daisy Scouts
- Generations Inc. Violence Prevention Program
- Omega Track Club

9. Disposal of School Property and Textbooks **Exhibit XIII B: 9**

Approve the Disposal of School Property and Textbooks per the attached exhibit:

Location	Department	Tag #	Description
High School	Word Language		Spanish, French, German outdated books
School # 1	Library		Outdated Encyclopedia Sets
School #3	Library		Outdated beyond repair library books
School # 3	Library		4 Televisions – outdated
Special Services	Learning Center		Printer Desk – broken, cannot repair

10. Acceptance of the 2009-2010 Audit **Exhibit XIII B: 10**

Recommend the acceptance of the findings and recommendations contained in the 2009-2010 Comprehensive Annual Financial Report, Auditor's Management Report, and Summary of Audit Report.

11. 2009-2010 Audit Findings

**Finding # 2010-1-** The Regional Day School had an operating loss during the fiscal year and at June 30<sup>th</sup> had a deficit in fund balance.

The Before and After School Program had an operating loss during the fiscal year and at June 30<sup>th</sup> had a deficit in fund balance.

**Finding # 2010-2 –** The District is required to maintain task specific documentation, in Accordance with NJAC 6A:26A-2.2 (c). For salary charges split between custodial and required maintenance account line items.

**Finding # 2010-3 – Condition**

1. The District is not maintaining control of their program to provide equitable services to eligible nonpublic school students. The District is allowing the nonpublic school official at Erial Christian School to certify the time and activity report of the Title 1 teacher.
2. There is no evidence that the District is providing equitable services to the families and teachers of eligible students in nonpublic schools that receive Title 1 services.
3. The schools do not have a school-level Title 1 parental involvement policy.
4. The District's 2008-2009 Comprehensive Annual Financial Report (CAFR) identifies amounts due to grantor for federal funds of \$11,441 from expired NCLB and IDEA grants.

12. Corrective Action Audit Plan 2009-2010

**Exhibit XIII B: 12**

Accept the 2009–2010 Corrective Action Audit Plan per the attached exhibit.

13. Professional Development

Approve John Gaskill, Director of Transportation and Michael Scheck, Jr., Transportation Dispatcher to attend the following courses through Rutgers Continuing Studies:

<u>Course</u>	<u>Cost</u>
Preventive Maintenance	\$539.00
Environmental & Government Code	\$516.00
Financial Management & Purchasing	\$450.00



14. Bus Evacuation Drills Fall 2010

**Exhibit XIII B: 14**

Approve the Emergency Bus Evacuation Drills for Fall 2010 per the attached exhibit.

15. Pre-School Education Grant

Approve the employees listed below to be charged to the Pre-School Education Grant effective December 15, 2010.

Name	Job Title	% of Yearly Salary	Yearly Salary
Heather Loiacono	Occupational Therapist	20 %	\$73,700.00
Shannon Melchiorre	Occupational Therapist	20 %	\$43,648.70
Roberta Lanzetta	Occupational Therapist	40 %	\$40,758.00

16. Joint Transportation Agreement - Morris School District

Approve the Joint Transportation Agreement between the Winslow Township School District and Willowglen Academy, Morris School District for one student.

<p>On a motion made by _____, seconded by _____, approval of Business Administrator/          Board Secretary's Report is granted.          Exceptions: _____          Roll Call:</p>	
_____ Mr. Benjamin, Sr.	_____ Ms. Sturdivant
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. McGinnis	_____ Ms. Pitts
_____ Ms. Mitchell	_____ Ms. Yanez
_____ Ms. Peterson	

**XIV. INFORMATIONAL ITEMS**

**XV. OLD BUSINESS**

**XVI. NEW BUSINESS (Discussion Items)**

**XVII. EXECUTIVE SESSION**

**BE IT RESOLVED**, the Board of Education will entertain a motion to adjourn into Executive/Closed Session for the purpose of:

- o Student Hearings
- o Personnel Matters
- o Legal Matters

The information discussed in Executive/Closed Session may be disclosed to the public after formal action is taken by the Board of Education on these issues. Certain information that will be discussed in Executive/Closed Session is not to be disclosed to the Public; however, the Board may contemplate taking action at the conclusion of Executive/Closed Session.

On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.	
Exceptions: _____	
Roll Call:	
_____ Mr. Benjamin, Sr.	_____ Ms. Sturdivant
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. McGinnis	_____ Ms. Pitts
_____ Ms. Mitchell	_____ Ms. Yanez
_____ Ms. Peterson	

**XVIII. ADJOURNMENT OF EXECUTIVE SESSION Time: \_\_\_\_\_**

On a motion made by _____, seconded by _____, approval to adjourn is granted.
Exceptions: _____
Voice Vote: _____

**XIX. PERSONNEL**

1. Leaves of Absence

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

	Name	Sch	Position	From	To	
<b>A</b>	Cassario, Bridget	No. 1	2 <sup>nd</sup> Grade Teacher	12/10/2010	12/23/2010	P
<b>B</b>	Goulburn, Joyce (extension)	No. 2	Social Worker	11/2/2010-12/3/2010	11/2/2010-12/10/2010	P
<b>C</b>	Gambardella, Susan (extension)	Gar	Bus Driver	10/29/2010-12/3/2010	10/29/2010-12/10/2010	P
<b>D</b>	Prendergast, Kimberly	No. 6	4 <sup>th</sup> Grade Teacher	2/28/2011 4/11/2011	4/8/2011 5/6/2011	P U
<b>E</b>	Bernardo, Robert (extension)	HS	Health Teacher	10/18/2010-12/6/2010	10/18/2010-12/7/2010 am 12/7/2010 pm-1/31/2011	P U
<b>F</b>	Jackson, Kelly	MS	Special Ed	11/1/2010-12/13/2010	11/1/2010-12/17/2010	P

(extension)		Teacher		
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2. Retirements

Approve the following Retirements for the 2010/2011 school year:

	Name	Position	School	Effective Date
<b>A</b>	Blong, Lynn	Kindergarten Teacher	No. 3	7/1/2011
<b>B</b>	O'Brien, Merle	6 <sup>th</sup> Grade Teacher	No. 6	7/1/2011
<b>C</b>	Hill, Suzanne	Reading Specialist	No. 5	7/1/2011
<b>D</b>	Matthias, Benigna	Spanish Teacher	No. 6	2/1/2011

3. Change of Start Date

Approve the Change of Start Date for the following New Hire for the 2010/2011 school year:

	Name	Position	School	FROM State Date	TO Start Date
<b>A</b>	Graham, Elizabeth (replacing E. Campbell)	School Librarian	No. 5	12/6/2010	1/12/2011

4. College Placements

Approve the following College Placements for the 2010/2011 school year:

	College	Student	Experience	Cooperating Teacher	Sch	Dates	Subject
<b>A</b>	Rowan University	Bradshaw, Jill	Clinical Practice	Doheny, Michael	HS	3/14/2011-5/6/2011	Music
<b>B</b>	Rowan University	DiBeneditto, Mazzo, Jennifer	Practicum Experience	Jacobs, Joe	No. 5	1/18/2011-5/6/2011	Elementary
<b>C</b>	Rowan University	Crump, Sarah	Clinical Practice	Blong, Lynn & Franconeri, Mary Ann	No. 3	1/18/2011-5/6/2011	Elementary Special Ed
<b>D</b>	Delaware Valley University	Feighery, Tracy	300 Hour Fieldwork	Marlin, Walter	HS	12/16/2010-6/30/2011	Educational Leadership
<b>E</b>	Rowan University	Wilczynski, Frank	Clinical Practice	Stowell, Bruce	HS	3/14/2011-5/6/2011	Health & PE

5. Co-Curricular Club/Activity Advisors

- a. Approve the following Changes in Winter Coaches Assignments at the Middle School for the 2010/2011 school year:

	FROM				TO		
	Coach	Sport	Stipend	Step	Sport	Stipend	Step
<b>A</b>	Cruz, Ross	Assistant Flag Football Coach	\$1,542	2	Intramural Flag Football Coach (Assistant)	\$1,306	1
<b>B</b>	Martin, Gregg	Head Flag Football Coach	\$2,410	2	Intramural Flag Football Coach (Head)	\$1,306	1
<b>C</b>	Watson, Jeff	Head Wrestling Coach	\$1,483	1	Head Wrestling Coach	\$2,317	1

**NOTE:** Stipend may be amended pending new WTEA negotiated Agreement

- b. Approve the following Change in a Winter Coach Assignment at the High School for the 2010/2011 school year:

	FROM				TO		
	Coach	Sport	Stipend	Step	Sport	Stipend	Step
<b>A</b>	Mitchell, Anthony	Assistant Boys & Girls Cross Country Coach	\$3,204	3	Assistant Boys & Girls Cross Country Coach	\$3,207	3

**NOTE:** Stipend may be amended pending new WTEA negotiated Agreement

6. Substitutes

Approve the following Certified/Non-Certified Substitutes for the 2010/2011 school year:

	Certified		Non-Certified
A	Peters, Karin	D	Christy, Pat
B	Hotz, Victoria	E	Evans, Amanda
C	Ware, Brianna		

7. Volunteers

Approve the following Volunteers for the 2010/2011 school year:

	Volunteer	Volunteer Club/Activity	School
A	Price, Tyler	Boys Basketball	HS
B	Safko, Greg	Robotics Club	HS

8. Game Monitors

Approve the following Game Monitors, Ticket Takers, Clock Operators or Security for the 2010/2011 school year:

<b>Game Monitors</b>	
A	Brown-Self, Shawnnika
B	Taylor, Carl

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

*Roll Call:*

**Exceptions:** \_\_\_\_\_

\_\_\_\_\_ Mr. Benjamin, Sr.

\_\_\_\_\_ Mr. Capaldi

\_\_\_\_\_ Mr. McGinnis

\_\_\_\_\_ Ms. Mitchell

\_\_\_\_\_ Ms. Peterson

\_\_\_\_\_ Ms. Sturdivant

\_\_\_\_\_ Ms. Tutt

\_\_\_\_\_ Ms. Pitts

\_\_\_\_\_ Ms. Yanez

XX. **ADJOURNMENT Time:** \_\_\_\_\_

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval to adjourn Meeting is granted.

**Exceptions:** \_\_\_\_\_

*Voice Vote:* \_\_\_\_\_

