

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

**Regular Board of Education Meeting**

**Wednesday, July 7, 2010**

**Winslow Township Middle School**

**Agenda**

**5:30 p.m. (Closed Session) 7:00 p.m. (Regular Session)**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **06/07/10 & 06/28/10**. 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

**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. EXECUTIVE SESSION**

**5:30 p.m.**

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

- Student Hearings
- Personnel Matters
- 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	

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

**7:00 p.m.**

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

**VII. CORRESPONDENCE**

**None at this time.**

**VIII. MINUTES**

**None at this time.**

**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.

On a motion made by _____, seconded by _____, approval of Public Comments is granted.
Exceptions: _____
Voice Vote: _____

**XI. ADJOURNMENT OF PUBLIC COMMENTS**

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval to adjourn Public Comments is granted.  
 Exceptions: \_\_\_\_\_  
 Voice Vote: \_\_\_\_\_

**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 **Exhibit XII A: 2**

Approve the second reading of the following policies and regulations of the Board of Education:

Bylaws	Title
# 0110	Identification
# 0120	Authority and Powers
# 0131	Bylaws and Policies
# 0132	Executive Authority
# 0133	Adjudication of Disputes
# 0134	Board Self Evaluation
# 0141.2	Board Members and Term – Receiving District
# 0142	Board Member Qualifications, Prohibited Acts and Code of Ethics
# 0142.1	Nepotism
# 0143	Board Member Election and Appointment
# 0143.2	Pupil Representatives to the Board of Education
# 0144	Board Member Orientation
# 0145	Board Member Resignation and Removal
# 0146	Board Member Authority
# 0148	Board Member Indemnification
# 0151	Organization Meeting
# 0152	Board Officers
# 0153	Annual Appointments
# 0154	Annual Motions and Designations
# 0155	Board Committees
# 0157	Board of Education Website
# 0161	Call Adjournment and Cancellation
# 0162	Notice of Board Meetings
# 0163	Quorum
# 0164	Conduct of Board Meetings
# 0165	Voting
# 0166	Executive Sessions
# 0167	Public Participation in Board Meetings

# 0168	Recording Board Meetings
# 0169	Board Member Use of Electronic Mail/Internet
# 0171	Duties of President and Vice President
# 0172	Duties of Treasurer of School Monies
# 0173	Duties of Public School Accountant
# 0174	Legal Services
# 0175	Contracts with Independent Consultants
# 0176	Collective Bargaining and Contract Approval/Ratification
# 0177	Professional Services

- 3. Fire Drill Report **None at this time.**
- 4. Field Trips **None at this time.**
- 5. Professional Development/Workshops & Conferences **Exhibit XII A: 5**

Approve Professional Development/Workshops & Conferences, as listed in the attached exhibit.

- 6. Tuition Students

Approve the following out-of-district student placement as listed below:

Placement	Effective	Cost
Willowglen Academy	04/14/10	\$92,696.00

- 7. Terminate Out-of-District Placements

Approve the termination of the following out-of-district student placement for the 2009/2010 school year.

Placement	Effective	Cost
Archway – Washington Township	06/17/10	\$40,795.00
BCSS-Westhampton	06/30/10	\$36,000.00

- 8. Homebound Instruction **None at this time.**
- 9. Medical Standing Orders (2010/2011)

Approve the 2010/2011 Medical Standing Orders as submitted by the School Physician.

- 10. WTHS – Staff Book Club

Approve staff at WTHS to form a book club that meets approximately once a month in the WTHS Library.

11. Science Summer Enrichment Program – Field Trip

Approve the students in the Science Summer Enrichment Program to take a field trip on Wednesday, July 21, 2010 from 8:30 a.m. to 11:00 a.m. to the Woodford Cedar Run Refuge in Medford, NJ at a cost of \$5.00 per student.

**Note:** This trip will be funded through the Title II grant.

12. Science Summer Enrichment Program – Assembly

Approve the students in the Science Summer Enrichment Program to have two assemblies from the Woodford Cedar Run Refuge Center on Monday, July 19, 2010.

**Note:** This assembly will be funded through the Title I grant.

13. Science Summer Enrichment Program - Assembly

Approve the students in the Science Summer Enrichment Program to view the assembly “Spin, Pop, Boom Show” by the Mad Science Program on Tuesday, July 27, 2010.

**Note:** This assembly will be funded through the Title I grant.

14. Science Summer Enrichment Program – Assembly

Approve the students in the Science Summer Enrichment Program to view the assembly “Fire & Ice Show” by the Mad Science Program on Thursday, July 29, 2010.

**Note:** This assembly will be funded through the Title I grant.

**B. Principal’s Update(s)**

1. Monthly School Highlights
2. Ethnic Enrollment Report
3. Suspension Report
4. Violence & Vandalism Reports

**None at this time.**  
**None at this time.**  
**None at this time.**  
**None at this time.**

**C. Curriculum Update(s)**

**None at this time.**

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval of Superintendent's Report is granted.  
 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>None at this time.</b> |
| 2. <u>Treasurer's Report</u>              | <b>None at this time.</b> |
| 3. <u>Board Secretary's Report</u>        | <b>None at this time.</b> |
| 4. <u>Board Secretary's Certification</u> | <b>None at this time.</b> |
| 5. <u>Boards' Certification</u>           | <b>None at this time.</b> |
| 6. <u>Bill List</u>                       | <b>Exhibit XIII B: 6</b>  |

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

- |                    |              |
|--------------------|--------------|
| ○ Vendor Bill List | \$666,870.75 |
|--------------------|--------------|

7. Payroll

Approve the Payroll for the month of June 2010 as listed below:

- |                 |                |
|-----------------|----------------|
| ○ June 15, 2010 | \$2,720,512.41 |
| ○ June 30, 2010 | \$3,244,757.37 |

- |                                    |                           |
|------------------------------------|---------------------------|
| 8. <u>Use of Facilities Report</u> | <b>None at this time.</b> |
|------------------------------------|---------------------------|

9. Use of Facilities – Christian Ambassador Worship Center

Rescind the use of facilities for Christian Ambassador Worship Center at School # 2 from June 13, 2010 – May 29, 2011.

10. Willowglen Academy – Free/Reduced Meals 2010/2011

**BE IT RESOLVED**, that in accordance with N.J.A.C. 6A:23-4.5 effective 7/1/07: the Winslow Township Board of Education does not require the Willowglen Academy to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the New Jersey Department of Agriculture’s Child Nutrition Program regulations.

11. Sodexo Management, Inc. – Fees 2010 - 2011

The FSMC shall be entitled to the following fees:

- Administrative/Management Fee in the amount of Nine Cents (\$0.09) per meal.
- General Support Services in the amount of Ten Cents (\$0.10) per meal.

The FSMC guarantees a return of \$20,000 to the district for the 2010 – 2011 school year. If the annual financial return for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo’s annual Management Fee. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year’s Surplus on a monthly basis.

12. Disposal of School Property

**Exhibit XIII B: 12**

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Tag #	Description
School # 4	Library		Circulation Desk – old broken
	Library		As per attached

**On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval of Business Administrator/ Board Secretary’s Report is granted.**

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

Roll Call:

\_\_\_\_\_ 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**

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<b>On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.</b> <b>Exceptions:</b> _____ <i>Roll Call:</i>	
_____ 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: \_\_\_\_\_**

<b>On a motion made by _____, seconded by _____, approval to adjourn is granted.</b> <b>Exceptions:</b> _____ <i>Voice Vote:</i> _____
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**XIX. PERSONNEL**

1. Leaves of Absence

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

	<b>Name</b>	<b>School</b>	<b>Position</b>	<b>From</b>	<b>To</b>	
<b>A</b>	Schmidt, Melissa	No. 5	Special Ed Teacher	9/1/2010 10/18/2010	10/15/2010 12/23/2010	P U
<b>B</b>	Lauth, Diane	HS	Secretary	7/1/2010	7/16/2010	P
<b>C</b>	Szalaj, Irene	No. 5	Special Ed Teacher	9/1/2010	6/30/2011	U



2. Resignation

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

	Name	Position	School	Effective
A	Draft, Lori	Special Ed Teacher	HS	7/1/2010

3. Retirements

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

	Name	Position	School	Effective Date
A	DeHaven, Lawrence	Custodian	No. 6	7/1/2010
B	Mitchell, Lenora	Teacher Assistant	HS	7/1/2010
C	Hough, Judith	Teacher Assistant	No. 5	7/1/2010
D	Boyd, Ann	Teacher Assistant	No. 3	7/1/2010
E	Mayes, Douglas	Teacher Assistant	HS	7/1/2010
F	Kealey, Patricia	Teacher Assistant	MS	7/1/2010
G	Mester, Arlene	Teacher Assistant	No. 3	7/1/2010
H	Ashcraft, Sharon	Teacher Assistant	No. 3	7/1/2010
I	Lowe, Mozelle	Hall Monitor	MS	7/1/2010

4. Involuntary Transfers

Approve the following Involuntary Transfers for the 2010/2011 school year:

		FROM		TO	
	Name	Position	Location	Position	Location
A	Christy, Patricia	Secretary	MS – 6 <sup>th</sup>	Secretary	MS – 7 <sup>th</sup>
B	Mackey, Barbara	Secretary	No. 6	Secretary	No. 2

5. Extended School Year Program

Approve the rescission of appointment of the following Extended School Year Program employee:

	Name	Position
A	Butler-Pressley, Maxine	Educational Student Aide/Class

6. Fall Coaches

- a. Approve the change in stipend for the following High School Coach for the 2010/2011 school year:

		FROM		TO
	Name	Position	Stipend - Step	Stipend - Step
A	McBride, Michael	Head Football Coach	\$7,920 – Step 3	\$7,420 – Step 3

**NOTE:** Stipend will be amended pending new WTEA negotiated Agreement.

- b. Approve the following High School Fall Coaches for the 2010/2011 school year:

	Name	Position	Stipend - Step
A	Arline, Shaun	Assistant Football Coach	\$4,449 – Step 1
B	Fisher, Brad	Co-Assistant Football Coach	\$4,312 – Step 3 (split)
C	Rossi, Ron	Co-Assistant Football Coach	\$4,126 – Step 2 (split)
D	Taylor, Carl	Co-Assistant Football Coach	\$4,406 – Step 3 (split)
E	Spuhn, Matias	Co-Assistant Football Coach	\$2,406 – Step 3 (split)
F	Knodt, Kathleen	Assistant Field Hockey Coach	\$4,560 – Step 3
G	Fisher, Christine	Assistant Girl's Volleyball Coach	\$2,966 – Step 1

**NOTE:** Stipend will be amended pending new WTEA Negotiated Agreement.

7. Volunteers

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

	Name	Activity	School
A	Hill, Donnie	Football Coach	HS
B	Strauss, Phillipe	Football Coach	HS

8. Change in Assignment (Days)

Approve the following Change in Assignment (Days):

		FROM			TO		
	Name	Position	Sch	Effective	Position	Sch	Effective
A	Garcia, Kimberly	Director of Special Program (3 days per week .60 FTE)	MS	4/9/2010	Director of Special Programs (5 days per week 1.0 FTE)	MS	7/1/2010

9. 2010 Summer Days/Hours for School Counselors

Approve the following 2010 Summer Days/Hours for School Counselors at their per diem rate:

	Name	Days	Hours
<b>A</b>	Kimbrough, Rachelle	10	7
<b>B</b>	Reid, Susie	10	7

**NOTE:** Per Diem rate will be amended pending new WTEA Negotiated Agreement

10. College Placement

Approve the revision of the following College Placement:

College	Student	Experience	From Cooperating Teacher	To Cooperating Teacher	School	Dates	Subject
Stockton College	Hurst, Jennifer	Student Teaching	Azzarano, Brian	Tomasello, Natalie	School No. 2	9/7/2010 - 12/23/2010	Elementary Teacher

11. Department Chairpersons

Approve the following High School Department Chairpersons for the 2010/2011 school year:

	Name	Department Chairpersons	Stipend
<b>A</b>	Safko, Greg	Music, Art, Technology & Computer Science	\$5,328
<b>B</b>	Densten, Sharon	Consumer Living, JROTC & Business	\$5,328
<b>C</b>	Diaz, Suzanne	English	\$5,328
<b>D</b>	Nagy, Teresa	Math	\$5,328
<b>E</b>	Edwards, Colette	Science	\$5,328
<b>F</b>	Angerstein, Russ	History	\$5,328
<b>G</b>	Whyano, Nivia	Foreign Language	\$5,328
<b>H</b>	Regn, Keith	Health & Physical Education	\$5,328
<b>I</b>	Dixon-Miles, Beverly	Special Education	\$5,328

**NOTE:** Stipend will be amended pending new WTEA Negotiated Agreement.

12. 2010 Summer Work Days for Middle School Content Area Coaches

Approve the 2010 Summer Work Days for Middle School Content Area Coaches:

	Name	Content Area	Work Days	Hourly Rate
A	Bazzel, Al	Unified Arts	10	\$36.88
B	Donohue, Carol	Social Studies	10	\$36.88
C	Kiett, Portia	Science	10	\$36.88
D	Cuneo, Monica	Health & Physical Ed	10	\$36.88
E	Coley, Patricia	Special Education	10	\$36.88
F	TBD	Math	10	\$36.88
G	TBD	Language	10	\$36.88

**NOTE:** Hourly rate will be amended pending new WTEA Negotiated Agreement.

13. Curriculum Writing Tutors

Approve the following Curriculum Writing Tutors at the Winslow Township Middle School:

	Name	Dates	Time	Hourly Rate
A	Cox, Patricia	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
B	LoCicero, Patricia	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
C	Adolf, Camille	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
D	Laslie, Maryann	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
E	Chiumento, Karen B.	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
F	Green, Tina	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
G	Robinson, Linda	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
H	Bates, Crystal	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88
I	Kaiser, Barry	7/12/2010-7/23/2010	8:30 a.m. – 2:30 p.m.	\$36.88

**NOTE:** Hourly rate will be amended pending new WTEA Negotiated Agreement

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval of Personnel Items is granted.  
*Roll Call:*  
**Exceptions:** \_\_\_\_\_  
 \_\_\_\_\_ Mr. Benjamin, Sr. \_\_\_\_\_ Ms. Sturdivant  
 \_\_\_\_\_ Mr. Capaldi \_\_\_\_\_ Ms. Tutt  
 \_\_\_\_\_ Mr. McGinnis \_\_\_\_\_ Ms. Pitts  
 \_\_\_\_\_ Ms. Mitchell \_\_\_\_\_ Ms. Yanez  
 \_\_\_\_\_ Ms. Peterson

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

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval to adjourn Meeting is granted.  
**Exceptions:** \_\_\_\_\_  
*Voice Vote:* \_\_\_\_\_