

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
**Winslow Township High School (Cafeteria)**  
10 Coopers Folly Road  
Atco, NJ 08004

**Wednesday, August 10, 2011**  
**7:00 p.m.**

**MINUTES**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in notices dated **07/07/2011**. It was also advertised in the Courier Post, Philadelphia Inquirer and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center, Edgewood Acres, Elm Town 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** – In roll call the following Board Members were noted present:

Present:	Dino Capaldi	Joanne Masciocchi
	Patricia Davis	Cheryl Pitts
	Lorraine Dredden	Aleta Sturdivant, Vice President
	Gulab Gidwani	Julie A. Peterson, President

Absent: Mark Benjamin, Sr.

Also Present: H. Major Poteat, Ed.D., Superintendent  
Tyra McCoy-Boyle, Assistant Business Administrator  
Howard C. Long, Jr. Esq., Solicitor, Wade, Long, Wood & Kennedy

**IV. PLEDGE OF ALLEGIANCE**

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

Pitts -

1. **At all Times:** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.

Gidwani -

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.

Masciocchi -

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.

Capaldi -

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** **None at this time**

**VIII. MINUTES**

Ms. Davis noted a correction to the minutes. Ms. Peterson said that the correction could be entertained after the motion had been made.

A motion was made by Ms. Davis, seconded by Ms. Dredden to approve the Minutes of the June 15, 2011 meeting.

Ms. Davis reported that the June 1, 2011 closed session minutes were not approved at the June 15, 2011 Board Meeting.

The motion was modified to approve the June 15, 2011 Minutes with the following changes:

The closed session of the June 1, 2011 Minutes were not approved:

Regular Meeting Wednesday, June 15, 2011 Open/Closed Session

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

**IX. BOARD COMMITTEE REPORTS**

Operations Committee

Mr. Capaldi reported that an Operations Meeting was held on July 27, 2011. The roofing project and solar project were discussed. The library at the High School is finished. The Middle School is in progress now and will be completed by the opening of school on September 6, 2011. School # 5 and 6 will be started on August 15, 2011. They also discussed State Aid refund.

Ms. Sturdivant asked if the School # 5 and 6 roofs will be finished by the time school opens.

Mr. Capaldi stated that is the plan.

Ms. Sturdivant asked if they are not done are there any sanctions made.

Mr. Capaldi replied that there are provisions made, he is not sure about sanctions but he knows that Dr. Garcia said that they need to be completed while the building is unoccupied which means night work, weekends, holidays as long as there is no one in the building. It doesn't matter to him as long as it is done while no one is in the building.

Ms. Masciocchi asked if it would cost more money to have it done at night.

Mr. Capaldi and Dr. Poteat responded that it would not cost more.

Policy Committee

Ms. Pitts reported from the Policy Committee with the understanding that the Board has received in their packets a detailed copy of the minutes. The Policy Committee met on Wednesday, July 6, 2011 at 10:00 a.m. in district. Board members in attendance were Ms. Davis, Ms. Dredde and Ms. Pitts. Administration in attendance were Dr. Poteat, Superintendent and Ms. Moore, Director of Human Resources. The Policy Committee report reflects the items reviewed, discussed and recommended:

1. A discussion on the separation of the position of Board Secretary and Board Administrator resulted in the following recommendation:
  - Since one employee is presently performing the duties of both positions and since our 2011/2012 budget does not allow for an additional position with salary and benefits the committee recommends that the issue be tabled for now and the position continue as is.
2. Policy # 6350 Awarding of Contracts and Policy # 3125 Employment Procedures were reviewed and discussed. Ms. Moore explained the difference between a vacant position and an interim position. A vacant position is advertised, an interim position is filled according to District policy and procedures. No recommendation from the committee is necessary.
3. As a follow up to Dr. Poteat's request, the committee reviewed and discussed the unauthorized use of electronic devices by students, it has no control, and the consequences of not adhering to District policy. Presently, the policy known as # 5516

Remotely Activating Communication Devices Pagers and Cellar Telephones does not cut the use of contemporary electronic devices operated by students and is without a clear statement of the consequences of not adhering to the policy. The recommendation from the committee is to change the title of the policy to read Use of all Electronic Devices and list the following consequences for misuse:

- First offense the device is confiscated for 30 days, then returned to parents.
- Second offense the device is confiscated for 60 days, then returned to parents.
- Third offense the device is confiscated and returned at the discretion of the Administration.

The committee also recommends that this policy change be presented for first reading on tonight's agenda followed by a second reading and approval at the August 24, 2011 board meeting so that these changes to the policy can be presented to the parents and district staff and then implemented with the beginning of the 2011/2012 school year.

4. Next item conduct of staff, Ms. Moore advised that current policies # 3281 and 4281 cover the conduct of certified staff and support staff, therefore, no recommendation is necessary from the committee.
5. Next item the committee discussed the issue of exit interviews of staff as requested by Mr. Gidwani. The committee was advised that board member participation in employee exit interviews conducted by administrative staff violates the code of ethics of school board members. This information was obtained from a recently issued public advisory opinion from the school ethics commission. However, the board can direct the administration to provide the board with feedback from the conversations held with employees when they exit. Committee recommendation that the board directs administration to provide the board feedback during our Executive Session from employees who have left the district.

Closing comments. A request by Ms. Peterson, Board President, to revise our policy on Board Committees was discussed. Specifically to include information on board committee structure, definition of each committee and the area it covers. This revision would cover standing committees as well as ad hoc committees. Also, the subject of taping board meetings both public and Executive Session and whether these tapes can be reviewed by the public was discussed. Both issues are addressed with a review of Policy # 0168 recording board meetings. The next Policy Committee Meeting will be held on Wednesday, August 17, 2011 at 10:00 a.m. at the Regional Day School.

Ms. Davis asked if there is a chance that we can get a sign off sheet for that policy of electronic devices so that the parents can sign off on it so that we will know that they have actually seen it.

Ms. Peterson stated that it is not unreasonable and can be referred back to the committee.

It can be put in as a change on the first reading this evening.

Mr. Gidwani had another question regarding the device policy regarding the third violation of cell phones in the classroom. Rather than leaving it to the officials in the school I think that it would be better to have a uniform policy. Otherwise different principals and different

administrators at different schools will be implementing it by department if we do not have a uniform policy where we can dictate exactly what will happen in the case of a third violation.

Ms. Peterson asked for clarification, are you asking that the policy be enforced equally throughout the district? It is a district policy and all policies are supposed to be adhered to in the same manner across the district.

Mr. Gidwani replied that we are leaving it to the discretion of the local officials in the schools and that will mean that we have eight different schools and eight different implementation of the policy.

Ms. Pitts stated that the third consequence actually is saying that since it is the third offense at that point the administrator can set the procedure as to what can be done because these things can be very individual. She asked Ms. Davis and Ms. Dredden other committee members if that is what they understood.

Ms. Davis said that what Mr. Gidwani means is that when you leave it at the discretion of the principal/administrator it may not always mean the same thing. Maybe we need to type something up for them to keep it for the rest of the year.

Dr. Poteat reminded Ms. Davis that if she recalled the conversation that he had in the meeting it was his recommendation that after the third time the administrator will retain the electronic device until the end of the school year. We did have that discussion but that was not the recommendation of the committee. Dr. Poteat suggested, as has been mentioned, you need to put something there to take away that discretion because some principals may give it back the very next day as opposed to another principal who is more stringent may take it for the remainder of the school year. If you have a family that has a child in one school and in another school, one child comes home and says we do it differently at the other school. At this point, instead of dealing with discretion take the discretion out and say exactly what you want to have happen for the third offense.

Ms. Pitts recommendation would be after the third offense simply to confiscate it and not return it.

Mr. Gidwani thought that it would be a good idea if we keep it for the rest of the school year.

Ms. Peterson stated that the third violation should include that the device will be confiscated for the entire school year.

It was recommended by the board the language should be changed for the third offense.

#### Township Liaison Committee Meeting

Ms. Peterson reported that the Township Liaison Committee met today at 5:00 p.m. Three representatives from the township were present, Mayor Metzner, Mr. Gallagher, administrator and committeewoman Ms. Lawrence. Members of the committee Ms. Dredden, Mr. Gidwani, Ms. Masciocchi and Ms. Peterson were also in attendance, Dr. Poteat, Superintendent and Ms. McCoy-Boyle, Assistant Business Administrator/Board Secretary. The items we discussed

were the 2011 State Aid, the 2012 budget, a legal issue, joint environmental projects, Regional Day School and that the Mayor and the Superintendent will be meeting on a regular basis to discuss issues that impact both the township and the school district as information sources. I also commended Committeewoman Lawrence for inviting the district to take part in the Family Day Program that was held in the park. As indicated earlier, by the information we distributed we know that we had at least 194 people who came up to our table, so we thank you. The information that the parents and family members received was schedules for reading lists for all the schools, our student profile, our supply list and an overview of the curriculum and instruction. Thank you. I think that was the first time and we are entering a great partnership with the township.

I'd like to welcome Mayor Metzner, and former board members, Ms Yanez and Ms.Parker and Mr. James. We love the support we are getting from the community and thank you for coming out today.

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

**A motion was made by Ms. Pitts, seconded by Mr. Capaldi, to open the meeting for Public Comments at 7:25 p.m.**

***Notation of Public Comments on Agenda Items*** – The Board Secretary 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.

*Voice Vote: All in favor*

**Mr. Ellery Karl – Resident**

Mr. Karl thanked the Board for the time to speak to them. He had a couple of questions, and it sticks in his mind something that Dr. Poteat had said at a previous board meeting regarding OPRA requests and if there were ever any problems with not receiving proper responses to an OPRA request contact. I have contacted him, I had some problems and he did see me. Unfortunately, the problems are still not resolved. On May 31, 2011, I initially requested documents from the Custodian of Records and received a denial to please give names and dates. On June 8, 2011 I submitted the names and dates and received another denial saying that somebody had said that he already had the information so she was not going to give it to him. He suggested that he was following the OPRA procedure and therefore would like it. It was still denied and please submit more names and dates of the individuals which I did. I inquired how long it would take. I received an e-mail saying I am sorry it was still denied and we require the names and dates that those people were actually working. So I resubmitted on June 27, 2011 and while I do understand that there are quite a few different dates that have to be researched it started on May 31 and on June 27 I submitted my third

request. I followed all policies for the OPRA requests and I, still to this date, do not have them. My question is, the timeline has already exceeded the requirements of the Open Public Records Act. When will these OPRA requests be filled? I also asked for two other requests which consisted of three job descriptions, I still haven't received those. I don't know how hard it is, I don't know what the problems are. I do know that the Board moved from one location to another and that may have delayed things, I do know that the Custodian of Records has been on vacation a couple of times but still this is exceeding the timelines by quite a bit. I do not wish to go to Government Records Council or to go to Superior Court in order to obtain these records.

The second question I have is. I notice on the Agenda that there are some item requests for disposal from School # 4, #1 and High School on page 15. I don't however see a list of property that was disposed from the Regional Day School. I know that there were several pieces of furniture from the school and quite new pieces of furniture such as chairs, desks, filing cabinets etc. that were in the trash on the property in June and July and they are not listed. Is there a reason? If the property does not belong to the district we don't have the right obviously to remove this for ourselves and if they do belong to the district why are they exempt from the policy of disposal. I don't understand. I am asking for a reason because it doesn't make sense to me how some places have to have it done and others don't. Is there somebody who is supposed to be accountable for items in the district for disposable? If so why is it that certain schools have to follow these procedures and others don't. I have two copies here I have given to I assume the President and Board Secretary.

## **XI. ADJOURNMENT OF PUBLIC COMMENTS**

**A motion was made by Mr. Capaldi, seconded by Ms. Masciocchi, to adjourn Public Comments at 7:30 p.m.**

*Voice Vote: All in favor*

Dr. Poteat said good evening to everyone. He addressed the comments made by Mr. Ellery Karl in reference to his OPRA requests. He is not going to make any excuses in terms of which OPRA request he is referring to because Mr. Karl mentioned quite a few. Pretty difficult for me to keep up with the number of requests, however, as he mentioned there was a response given to him whether it was denied or given. There was always some kind of response. The person responsible for providing that information is not present so I can't ask why the denials etc. but you have to have a legitimate reason as it is written in order to deny a request. However, I do know that the requests that were placed before me today, none that were mentioned tonight. Ms. McCoy-Boyle will provide that information to Mr. Karl tomorrow. It is tough trying to keep up with how many because there are quite a few. If you can touch base with Ms. McCoy-Boyle tomorrow I know that there are a couple that Ms. McCoy-Boyle brought to my attention that she is prepared to provide you.

As far as the Disposal of Property. Yes there is a process in place by the State which we must follow in order to get rid of materials as you see before you this evening. However, it is also at the discretion of the school district if the material is damaged beyond repair or it is soiled beyond repair and you know that you can't sell or exchange that kind of material then in most

cases the material whether it is a chairs, desks, etc. those things are thrown away. If we believe that it is in such condition that it cannot be sold or exchanged or whatever the policy calls for, then at the discretion of the district then there are things that we throw away. If a leg is missing, the chair is damaged or soiled, whatever the damage may be, if it is beyond repair or we feel that we can't pass it along to someone else, then yes, those materials are disposed of at the discretion of the district.

**XII. SUPERINTENDENT'S REPORT**

**A motion was made by Ms. Davis to approve Item # 1 – 4, table # 5 - 6 for discussion, approve # 7 – 11, table # 12 for discussion, approve # 13 – 16, table # 17 for discussion, approve # 18 – 39, approve Item B. seconded by Ms. Dredden.**

Ms. Pitts noted that there was no motion for a discussion. Ms. Peterson said that Ms. Davis was presenting a motion to table certain items and approve certain items.

Mr. Capaldi requested that Ms. Davis just read off the items that are being tabled as it is two separate categories. Table # 5, # 6, # 12, # 17.

Ms. Peterson repeated the items to be tabled and stated that since there is no debate on tabling by Roberts Rules of Order we can take a vote on tabling those items and then move the motion to approve the others

The lawyer stated that it would be appropriate at this point to consider separating the two since there are different procedures that apply to each. To restate and move these items forward it would be appropriate to move to table Items # 5, # 6, # 12, # 17.

**A motion was made by Ms. Davis, seconded by Ms. Dredden to table Items # 5, # 6, # 12, and # 17 of the Superintendent's Report.**

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

**A motion was made by Mr. Capaldi, seconded by Ms. Sturdivant, to approve all items that were not tabled as recommended by the Superintendent.**



<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

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

1. First Reading of Policies & Regulations **Exhibit XII A: 1**

Approve the First Reading of Policies & Regulations of the Board of Education as listed below and in the attached exhibit:

<b>Policy #</b>	<b>Policy Title</b>
#5516	Remotely Activating Communication Pagers & Cellular Telephones (Electronic Devices)

2. Second Reading of Policies & Regulations **None at this time.**

3. Security/Fire Drill Report **Exhibit XII A: 3**

Approve the Security/Fire Drill Report, for the month of June 2011, as per the attached exhibit.

4. Field Trips **Exhibit XII A: 4**

Approve Field Trips for the 2011-2012 school year as per the attached exhibit.

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

a. Approve Professional Development opportunities for the 2011-2012 school year as per the attached exhibit.

b. Approve the Professional Development opportunity as listed below:

Title: Addressing Needs of Struggling Readers  
 Date(s): Friday, September 2, 2011  
 Location: WTMS – Professional Development Ctr.  
 Time: 9:00 a.m. – 12:00 p.m.  
 Audience: Classroom Teachers

Presenter: Dr. Joseph Giampalmi – Rowan University  
Costs: \$879.30  
Funding: NCLB  
Purpose: To provide hands on teaching tools for immediate application in the classroom and present strategies for addressing the literacy needs of underachieving students.

c. Approve the Professional Development opportunity as listed below:

Title: Staff Development for NJ ASK Coaches & Math Specialist  
Date(s): TBD  
Location: WTMS – Professional Development Ctr.  
Time: TBD  
Audience: Classroom Teachers  
Presenter: Dr. Joseph Giampalmi – Rowan University  
Costs: \$1,078.00 (5.5 hours)  
Funding: NCLB  
Purpose: To work with literacy coaches and math specialist to develop strategies to support students consistently challenged with NJ ASK.

d. Approve the Professional Development opportunity as listed below:

Title: Creative Curriculum  
Date(s): September 12 – 15, 2011  
Location: Elementary Schools No. 1 – No. 4  
Time: Imbedded (9:00 a.m. – 2:30 p.m.)  
Audience: Teachers  
Presenter: Yasmine Daniels – Teaching Strategies  
Costs: \$7,935.70  
Funding: Preschool Educational Aid  
Purpose: Ongoing training of child initiated learning strategies, emphasizing responsiveness in children’s strengths, interests, needs, and learning styles.

e. Approve the Professional Development opportunity as listed below:

Title: Child Centered Strategies for Improved Academic Performance  
Date(s): September 2, 2011 & November 8, 2011  
Location: School No. 6/WTMS/WTHS  
Time: Imbedded (8:00 a.m. – 3:00 p.m.)  
Audience: Teachers  
Presenter: Standards Solutions Consultant  
Costs: \$6,000 (2 Days)  
Funding: NCLB – Title II  
Purpose: To conduct professional development workshops that will build capacity with higher-order reading assessments and to focus on instructional strategies to increase active student engagement.

f. Approve the Professional Development opportunity as listed below:

Title: Grading to Standards  
 Date(s): August – November 2011  
 Location/Time: TBD  
 Audience: Middle School Math Teachers  
 Presenter: Betsy Bunting & Ronald Wence  
 Costs: \$700.00 – NCLB Title I  
 Purpose: To provide math teachers with follow-up training from the summer workshop on assessment from the District’s local district benchmarks/ standards created for 7<sup>th</sup> & 8<sup>th</sup> grade math.

g. Approve the Professional Development opportunity as listed below:

Title: Grading to Standards  
 Date(s): August – November 2011  
 Location/Time: TBD  
 Audience: High School Math Teachers  
 Presenter: Betsy Bunting & Ronald Wence  
 Costs: \$700.00 – NCLB Title I  
 Purpose: To provide math teachers with follow-up training from the summer workshop on assessment from the District’s local district benchmarks/ standards created for Algebra I, Algebra II, HSPA 11 and HSPA 12.

h. Approve Dr. H. Major Poteat, Superintendent, to attend the NJSBA/NJASA “Anti-Bullying Regional Training Workshop” on Thursday, August 11, 2011 from 9:00 a.m. – 12:30 p.m. at a cost of \$50.00.

**TABLED**      6.      Tuition Students      **Exhibit XII A: 6**

Approve the placement of Tuition Students, for the 2011-2012 school year, as listed in the attached exhibit.

7.      Terminate Out-of-District Placements

Approve the termination of the following out-of-district student placements:

	<b>Student</b>	<b>Placement</b>	<b>Effective</b>	<b>Cost</b>	<b>Reason</b>
A	0212	GCSS – Bankbridge	06/30/11	\$36,420	Return to WTHS in 9/2011
B	0158	Bankbridge	07/15/11	\$38,220	Transferred Out of District
C	0145	BCSS-Westampton	07/29/11	\$38,000	Return to WTHS in 9/2011
D	1223	Bancroft	07/29/11	\$51,059	Transferred Out of District
E	1264	LARC School	07/29/11	\$47,406	Transferred Out of District

8.      Homeless Student(s)      **Exhibit XII A: 8**

Approve the listing of homeless students as per the attached exhibit.

9. Homebound Instruction **None at this time.**
10. Fundraiser(s) **Exhibit XII A: 10**

Approve the following fundraisers/school activities for the 2011-2012 school year as listed below and as per the attached exhibits:

School No. 4

- Box Tops for Education – H.S.A.
- Campbell’s Labels for Education – H.S.A.
- Tyson A+ Labels – H.S.A.
- Target Red Card Take Charge for Education – H.S.A.
- Penny Drive – H.S.A.
- School Store – H.S.A.
- Spirit Wear – H.S.A.
- Holiday Shop (December 2011) – H.S.A.
- Pretzel Sales – H.S.A.
- WaWa Hoagie Certificates (November 2011 & May 2012) – H.S.A.
- Monetary Donations – H.S.A.
- Dine Out w/School No. 4 (10/26/11) – H.S.A.
- Gertrude Hawk Chocolates (February/March 2012) – H.S.A.
- Coupon Books (January 2012) – H.S.A.

School No. 5

- School Store – H.S.A.
- Spirit Wear (September-October 2011) – H.S.A.
- Holiday Shop (December 2011) – H.S.A.

WTHS

- Junior Class T-shirts (September 2011) – C/O 2013
- Pom Poms & Spirit Tattoos (September – May ) – C/O 2013
- Sportswear (September 2011) – H.S.A.
- Entertainment Books (September/October 2011) – Yearbook Club
- Key Chains (September-November 2011) – C/O 2014
- Entertainment Books (September-December 2011) – C/O 2013
- Otis Spunkmeyer Cookie Dough (October – November 2011) – C/O 2013
- Winter Wear Drive for the Needy (November –December 2011) – C/O 2014
- Carnations (February 2012) – C/O 2013

11. 2011-2012 Athletic Director Schedule (WTHS) **Exhibit XII A: 11**

Approve the 2011-2012 Athletic Director’s Schedule as per the attached exhibit.

- TABLED 12. 2011-2012 District Organizational Chart **Exhibit XII A: 12**

Approve the 2011-2012 Winslow Township School District Organizational Chart as per the attached exhibit.

13. Commission for the Blind & Visually Impaired – Level I Services

Approve the Commission for the Blind & Visually Impaired to provide Level I services to six (6) students for the 2011-2012 school year at a rate of \$1,700 per student.

14. Gloucester County Special Services School District

Approve the Gloucester County Special Services School District to provide professional services for the 2011-2012 school year.

15. Salem County Special Services School District

Approve the Salem County Special Services School District to provide Related Educational Services for the 2011-2012 school year.

16. Educational Services Vendors

Approve the conduct of educational services to be provided by the following vendors for the 2011-2012 school year at a rate not to exceed \$40.00 per hour:

- Education Incorporated
- The School at Lighthouse
- Bridgeton Board of Education
- New Hope Foundation
- Kennedy Health Systems – Cherry Hill c/o Brookfield Schools
- Professional Education Services
- Castle Program @ Virtua Hospital c/o Brookfield Schools

TABLED

17. Settlement Agreements

- a. Approve the Settlement Agreement between G.C. and A.C. o/b/o J.C. and the Winslow Township Board of Education.
- b. Approve the Settlement Agreement between M.H. and W.H. o/b/o W.H. and the Winslow Township Board of Education.
- c. Approve the Settlement Agreement between G.D. and S.D. o/b/o G.D. and the Winslow Township Board of Education.
- d. Approve the Settlement Agreement between L.R. and J.R. o/b/o A.D. and the Winslow Township Board of Education.
- e. Approve the Settlement Agreement between L.B. and J.B. o/b/o M.H. and the Winslow Township Board of Education.

18. Title I – ESY Connection

Approve the Title I – Extended School Year Connection Mobile Program for Friday, August 5, 2011 from 9:00 a.m. – 11:00 a.m. at School No. 4. The program will cost \$300 and will be funded through Title I.

19. ESY Program

Approve two fifty-minute sessions of An Explorer’s Journal: Multicultural Tales for all Ages (artifacts, hand crafts, toys and stories) for 1<sup>st</sup> through 4<sup>th</sup> graders and 5<sup>th</sup> through 8<sup>th</sup> grade students:

- Thursday, July 28, 2011
- 9:00 a.m. – 9:50 a.m. & 10:00 a.m. -10:50 a.m.
- Winslow School No. 4
- \$300.00 (Funded through Title I)

20. WTHS – 2011 Fall Athletic Schedule

**Exhibit XII A: 20**

Approve the 2011-2012 Fall Athletic Schedule as per the attached exhibit.

21. School No. 1 – “A is for Applebee’s” Program

Approve School No. 1 to participate in the “A is for Applebee’s” award program for the 2011-2012 school year. The program rewards students who excel in academics with a certificate for a free Applebee’s Kid Shake.

22. School No. 1 – “Mad Science” Program

Approve School No. 1 to have a “Mad Science” assembly program on Thursday, December 15, 2011 at 2:00 p.m. at a cost of \$405.00 to be paid through the student activity account.

23. School No. 1 – “Zoo on Wheels” Program

Approve School No. 1 to have a “Zoo on Wheels” assembly program on Thursday, January 26, 2012 for students in first through 3<sup>rd</sup> grade at no cost to the district.

24. School No. 1 – “Fun Fest” Gym Show

Approve School No. 1 to have a Fun Fest Physical Education Night on Thursday, March 22, 2012 for students in the first grade and their parents.

25. School No. 1 – Field Day

Approve School No. 1 Field Day for Friday, June 1, 2011 for students in grades 1<sup>st</sup> through 3<sup>rd</sup> grade.

26. School No. 3 – Fashion Bug “Fill the Bus” Program

**Exhibit II A: 26**

Approve School No. 3 to accept donations of free school supplies through the Fashion Bug “Fill the Bus” program as per the attached exhibit.

27. School No. 4 – Annual B-101 Christmas Choir Competition

Approve School No. 4 school choir to compete in the Annual B-101 (Radio Station) Christmas Choir Competition. The winning school will receive a prize and have their song performed on the radio station.

28. School No. 4 – Scholastic Book Fairs (2011-2012)

Approve School No. 4 to have two Scholastic Book Fairs during the 2011-2012 school year as follows:

- October 3 – 7, 2011
- April 23 – 27, 2012

29. School No. 4 – Grant Applications

- a. Approve School No. 4 to apply for the Lowe’s Toolbox Grant for an amount to be determined.
- b. Approve School No. 4 to apply for the Wal-Mart Community Grant Program for an amount to be determined by Wal-Mart.

30. School No. 4 – Welcome Back Picnic

Approve School No. 4 to have a Welcome Back Family Picnic, sponsored by the H.S.A., on Saturday, September 17, 2011 from 1:00 p.m. – 4:00 p.m. at no cost to the district.

31. School No. 4 – Family Fun Nights

- a. Approve School No. 4 Family Fun Night, sponsored by the H.S.A., for May 4, 2012 at 7:00 p.m. at School No. 4 to kick-off the 3<sup>rd</sup> Grade NJ ASK testing.
- b. Approve School No. 4 Family Fun Night, sponsored by the H.S.A., for March 1, 2012 at 7:00 p.m. to celebrate Dr. Seuss Read Across America Week.

32. School No. 5 – Scholastic Book Fair (2011-2012)

Approve School No. 5 H.S.A. to sponsor a Scholastic Book Fair during the 2011-2012 school year from October 14 through October 21.

33. School No. 5 – “A is for Applebee’s” Program

Approve School No. 5 to participate in the “A is for Applebee’s” award program for the 2011-2012 school year. The program rewards students who excel in academics with a certificate for a free Applebee’s Kid Shake.

34. School No. 5 – Terrific Kids Program

Approve School No. 5 to participate in the Terrific Kids Program for the 2011-2012 school year, sponsored by the Kiwanis Club of Winslow Township. The award is presented to one student per month who displays their best attitude, behavior and consideration of others. The student will receive a “Terrific Kids T-shirt.”

35. School No. 5 – Bring Up Grades “BUG” Program

Approve School No. 5 to participate in the Bring Up Grades “BUG” Program for the 2011-2012 school year, sponsored by the Kiwanis Club of Winslow Township. The award is presented to students during the second, third and fourth marking periods to students who have improve their grades in two content areas. The student will receive a certificate of recognition and a pin.

36. School No. 5 – “Read to Succeed” Program

Approve School No. 5 to participate in the “Read to Succeed” Program during the 2011-2012 school year. The program is sponsored by Six Flags and encourages students to complete six hours of recreational, non-school related, reading to earn free admission to Six Flags theme park.

37. Gloucester County Special Services School District (Speech & Language)

Approve the Gloucester County Special Services School District to provide Auxiliary Speech and Language Services for the 2011-2012 school year at a rate of \$515.00 per day, 4 days per week for a total of 144 days.

38. Bayada Nursing Services Contract (2011-2012)

Approve the Bayada Nursing Services Contract for the 2011-2012 school year at a rate of \$45.00 per hour for LPN and \$55.00 per hour for RN.



39. Professional Development Reimbursement

Approve a reimbursement in the amount of \$523.92 for Colette Lee-Edwards, teacher at Winslow Township High School, for attendance at the National Science Convention in Baltimore, Maryland from November 11-November 12, 2010. The Board approved \$452.00 for conference registration and lodging but travel expenses were not approved earlier.

**B. Principal's Update(s)**

1. Monthly School Highlights
2. Ethnic Enrollment Report
3. Suspension Report

**Exhibit XII B: 1**  
**Exhibit XII B: 2**  
**Exhibit XII B: 3**

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

**A motion was made by Ms. Davis to table Items # B1, B 2, B 3 and # 21, seconded by Ms. Dredden.**

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

**A motion was made by Ms. Davis, seconded by Ms. Dredden to approve all the items that were not tabled as recommended by the Business Administrator/Board Secretary.**

Ms. Sturdivant questioned page 19 # 24, Non-Public Textbooks and Non-Public Nurses.

Dr. Carcamo responded that they are for private schools and are allocated by the State and The State receives applications.

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

**A. Reports**

- |                                |                           |
|--------------------------------|---------------------------|
| 1. Transportation Update       | <b>None at this time.</b> |
| 2. Sodexo Food Services Update | <b>None at this time.</b> |
| 3. Aramark Update              | <b>None at this time.</b> |

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

TABLED

- |    |  |                          |
|----|--|--------------------------|
| 1. | <u>Line Item Transfers</u>   | <b>Exhibit XIII B: 1</b> |
|    | a. Ratify the Line Item Transfers, for the month of May 2011, as per the attached exhibit.   |                          |
|    | b. Approve the Line Item Transfers, for the month of June 2011, as per the attached exhibit. |                          |

TABLED

- |    |   |                          |
|----|---|--------------------------|
| 2. | <u>Treasurer's Report</u>   | <b>Exhibit XIII B: 2</b> |
|    | a. Ratify the Treasurer's Report, for the month of May 2011, as per the attached exhibit.   |                          |
|    | b. Approve the Treasurer's Report, for the month of June 2011, as per the attached exhibit. |                          |

TABLED

- |    |  |                          |
|----|--|--------------------------|
| 3. | <u>Board Secretary's Report</u>  | <b>Exhibit XIII B: 3</b> |
|    | a. Ratify the Board Secretary's Reports, for the month of May 2011, as per the attached exhibit.                 |                          |
|    | b. Approve the Board Secretary's Reports (preliminary), for the month of June 2011, as per the attached exhibit. |                          |

4. Board Secretary's Certification

- |    |   |
|----|---|
| a. | Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of May 2011, 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. |
| b. | Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of June 2011 (preliminary), 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  |



9. Archway Programs – Free and Reduced Lunch 2010-2011 and 2011-2012

Be It Resolved, that the Winslow Township Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture's Child Nutrition Program regulations for the 2010-2011 and 2011-2012 school years.

10. Professional Development

Ratify Tyra McCoy-Boyle, Assistant Business Administrator/Board Secretary, and Immaculate Williams, Payroll Bookkeeper to attend "Understanding the New Pensions and Health Benefits Law for Municipal & School Officials" on August 2 and August 5, 2011 from 8:30 a.m. – 1:00 p.m. (one day for each) at a cost of \$89.00/each.

11. Garfield Park Academy Free and Reduced Lunch 2011-2012

The Winslow Township Board of Education does not require the Garfield Park Academy to apply for and receive funding from the Child Nutrition Program (CNP) for the 2011- 2012 school year.

The Winslow Township Board of Education does not require the Garfield Park Academy to charge students for reduced and/or paid meals for the 2011-2012 school year.

12. Sodexo Management, Inc. – Fees 2011 - 2012

The FSMC shall be entitled to the following fees:

- **Management Fee.** District shall pay Sodexo a Management Fee in an amount Equal to Nine Cents (\$0.09) per Pattern Meal and Meal Equivalent for the 2011-2012 contract year.
- **General Support Services Allowance.** General Support Services Allowance equal to Ten Cents (\$0.10) per Pattern Meal and Meal Equivalent for the 2011-2012 contract year.

Sodexo guarantees that District shall receive an annual financial return of Twenty Thousand Dollars (\$20,000.00) for the 2011-2012 school year. If the annual financial return for the Food Services program falls short of the aforementioned amount, Sodexo shall pay the difference to district in an amount not to exceed one hundred (100%) of Sodexo's annual reimbursement made during the current contract year from that year's surplus on a monthly basis.

13. Meal Prices 2011/2012 School Year – Sodexo School Services **Exhibit XIII B: 13**

Approve the meal prices for the 2011-2012 school year as follows:

**Elementary Schools #1 through #6**

Meal Type	Full Price	Reduced Price
National School Lunch	\$2.35	\$.40
School Breakfast	\$1.20	\$.30

**Middle School**

Meal Type	Full Price	Reduced Price
National School Lunch	\$2.40	\$.40
School Breakfast	\$1.20	\$.30

**High School**

Meal Type	Full Price	Reduced Price
National School Lunch	\$2.40	\$.40
School Breakfast	\$1.20	\$.30

14. Disposal of School Property and Textbooks

**Exhibit XIII B: 14**

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Description
School # 4	Library/Computer Lab	1 – Overhead Projector - broken 1 Memorex CD Player Box - broken 1 Boom Box – broken 1 32” Panasonic TV – broken 1 27” Sears TV – broken 1 27” Phillips TV/VCR – broken 1 Compaq Computer Monitor – broken 1 RCA TV – broken 1 IMAC – old
School # 1	Special Services	1 – Deskjet 970 - not working
High School	Mathematics	280-Algebra 2 1995 – replaced
		240 Geometry – 1995 – replaced
		Managing Money – 1993 – replaced
		Geometry (Discovery) 2003 – replaced
		220 Algebra 2 – 2004 – replaced
		500 Algebra 1 – 1995 – replaced
		100 Algebra 1 – 2002 – replaced

15. Willowglen Academy – Free and Reduced Lunch 2011-2012

The Winslow Township Board of Education does not require Willowglen Academy New Jersey to charge for meals during the 2011-2012 school year.

16. Center for Family Services September 6, 2011 – December 23, 2011

Approve the Center for Family Services to provide a parenting education and support program for the School Based Youth Services Program at the Winslow Township High School. Weekly meetings will be conducted for 4 hours/week for 15 weeks at a cost of \$55.00/hour not to exceed sixty hours.

**Note:** The cost will be funded through the SBYSP Grant.

17. Strauss Esmay Associates, LLP 2011 - 2012

Approve the following services by Strauss Esmay Associates, LLP for 2011-2012:

1. The Annual Policy Alert and Support System Fee, Annual Maintenance and Support of Policy and Regulation Manuals and annual subscription to New Jersey School Digest in the amount of \$2,395.00.
2. District Online Annual Fee in the amount of \$1,595.00.

18. Professional Development Reimbursement - Glen Jackson

Approve a reimbursement in the amount of \$1,025.58 for Glen Jackson, Principal Winslow Township High School for attendance at the National Career & Technical Education Conference in Nevada on November 30 – December 3, 2010. The Board approved \$710.00 for the conference registration at the November 17, 2010 Board Meeting but his travel expenses were not approved at that time. **Note:** The reimbursement will be funded by the Perkins Grant.

19. New Jersey School Boards Association

Approve the membership for the Winslow Township Board of Education in New Jersey School Boards Association for July 1, 2011 – June 30, 2012 in the amount of \$26,662.70. The District will receive an \$800 service credit which can be applied to workshops.

20. E-rate Exchange, LLC

Approve the E-rate Exchange, LLC Consulting Services Funding Year 2012 in the amount of \$10,800.00.

TABLED 21. New Jersey School Boards Association – Professional Development Professional Development/Board Members

**WHEREAS**, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

**WHEREAS**, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

**WHEREAS**, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

**WHEREAS**, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.31 per mile is a reasonable rate; and,

**WHEREAS**, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

**RESOLVED**, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

**RESOLVED**, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at ***the following NJSBA training program and informational event:***

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Mark Benjamin, Sr. Dino Capaldi Patricia Davis Lorraine Dredden Gulab Gidwani Joanne Masciocchi Julie A. Peterson Cheryl Pitts Aleta Sturdivant Dr. H. Major Poteat Dr. Ann F. Garcia	New Jersey School Boards Workshop in Atlantic City	October 24-26, 2011	\$750.00 (will be applied to the service credit)

22. No Child Left Behind (NCLB) Carryovers 2009-2010 into 2010-2011

Approve the following No Child Left Behind (NCLB) 2009-2010 carryovers into the 2010-2011 awards as follows:

Title IA

2010-2011 Award	\$999,871.00
2009-2010 Carryover	<u>117,191.05</u>
	\$1,117,062.05

Title I SIA

2010-2011 Award	\$126,711.00
2009-2010 Carryover	<u>613.78</u>
	\$127,324.78

Title IIA

2010-2011 Award	\$270,163.00
2009-2010 Carryover	<u>22,875.34</u>
	\$293,038.34

Title IID

2010-2011 Award	\$2,687.00
2009-2010 Carryover	<u>422.99</u>
	\$3,109.99

Title III

2010-2011 Award	\$11,343.00
2009-2010 Carryover	<u>858.18</u>
	\$12,201.18

Title IV

2009-2010 Carryover	\$382.51
---------------------	----------

23. Perkins Grant Secondary Consolidated 2011-2012 Application Submission  
**Exhibit XIII B: 23**

The Winslow Township Board of Education on August 10, 2011 hereby authorizes the submission of the Perkins Secondary Consolidated application for fiscal Year 2011, and accepts the grant award of the funds upon subsequent approval of the fiscal year 2011 Perkins Secondary Consolidated application. Total 2011-2012 award is \$41,481.00.



24. Grants for 2011-2012 Fiscal Year

**Exhibit XIII B: 24**

Accept the following Grants for the 2011-2012 fiscal year per the attached exhibit:

- |    |                    |            |
|----|--------------------|------------|
| 1. | Nonpublic Textbook | \$4,399.00 |
| 2. | Nonpublic Nursing  | \$6,284.00 |

**XIV. PERSONNEL**

**A motion was made by Mr. Capaldi, seconded by Ms. Pitts, to approve Items # 1 through # 24 with regard to Personnel.**

Mr. Gidwani did not understand what they were voting on.

Ms. Peterson responded that they were voting on items under Personnel Items # 1 – 24.

Ms. Dredden asked that # 4 New Hires be tabled for discussion.

Dr. Poteat requested that Transfers # 5 B. & D. be tabled.

Ms. Sturdivant requested that we table for discussion Item # 9 B.

Dr. Poteat asked for clarification under # 9, is it 9 B or 9 b. Ms. Sturdivant responded that it is 9 b.

The lawyer stated that that there are several items out of this section of the agenda that the Board is seeking to table and that would be item # 4 in its entirety and the Superintendent has requested to table # 5 B & D and that Item # 9 b likewise be tabled. If this is accurate then it would be appropriate to ask for a motion to table on those items.

**A motion was made Ms. Sturdivant, seconded by Ms. Davis to table # 4, # 5 B & D, # 9 b with regard to Personnel.**

Ms. Davis wanted to vote no on Items # 6 but was not allowed on a table motion.

Mr. Gidwani wanted to know what they were voting on. Ms. Peterson explained.

*Roll Call:*

Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		

Motion Carried

**A motion was made by Ms. Pitts, seconded by Mr. Capaldi to approve all items that were not tabled with regard to Personnel.**

Mr. Gidwani asked if Item # 6 is being tabled or are we voting on it right now. Ms. Peterson stated that we are voting on that now, did you have a concern for tabling for further discussion. Mr. Gidwani stated that yes he would like to table for further discussion Item # 6.

Ms. Peterson asked if there was any other discussion because there was a motion on the floor.

Mr. Capaldi asked if we were considering Item # 6.

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes no # 6
Mr. Capaldi	Yes	Ms. Peterson	Yes no # 6
Ms. Davis	Yes no # 6	Ms. Pitts	Yes
Ms. Dredden	Yes no # 6	Ms. Sturdivant	Yes no # 6
Mr. Gidwani	Yes no # 6		
Motion Carried except for Item # 6			

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>	Miller, Patricia	No. 2	1 <sup>st</sup> Grade Teacher	9/1/2011	10/31/2011	P
<b>B</b>	Trail, Jennifer	No. 1	School Nurse	9/1/2011 10/3/2011	9/30/2011 12/23/2011	P U
<b>C</b>	Fitzpatrick, Shannon	No. 3	1 <sup>st</sup> Grade Teacher	9/1/2011 11/8/2011	11/7/2011 2/1/2012	U U
<b>D</b>	Christy, Patricia	MS	Secretary	8/10/2011	8/26/2011	P

2. Retirement

Approve the following Retirement pursuant to documents filed in the Office of Human Resources for the 2011/2012 school year:

	Name	Position	School	Effective
<b>A</b>	Haney, Teresa	Science Teacher (Physical)	HS	7/27/2011

**Wednesday, August 10, 2011**

Regular Board of Education Meeting

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**3. Resignations**

Approve the following Resignations pursuant to documents filed in the Office of Human Resources for the 2010/2011 school year:

	Name	Position	School	Effective
<b>A</b>	Price, Leon	Student Worker	No. 6	6/20/2011
<b>B</b>	Russo, Annalisa	Spanish Teacher	MS	7/1/2011
<b>C</b>	Leaf, Denise	6 <sup>th</sup> Grade Teacher	No. 6	9/1/2011
<b>D</b>	Haabak, Carin	Bookkeeper/Payroll	BOE	7/22/2011
<b>E</b>	Loh, Michelle	Art Teacher	No. 2	7/21/2011
<b>F</b>	Williams, R. Keith	Physical Science Teacher	HS	7/28/2011
<b>G</b>	Vassallo, Cheryl	School Library Media Specialist	No. 6	7/29/2011

**4. New Hires – TABLED**

Approve the following New Hires for the 2011/2012 school year:

	Name	Position	School	Salary	Guide/ Step	Effective
<b>A</b>	Duca, Laura	School Counselor	No. 4	\$50,761	MA – Step 1	9/1/2011
<b>B</b>	Goodwin, Monique	6 <sup>th</sup> Grade Teacher	No. 5	\$48,361	BA – Step 1	9/1/2011
<b>C</b>	Brown-Self, Shawnnika	Secretary	HS	\$36,241	13 – Step 9	8/1/2011
<b>D</b>	Nagy, Danielle	Social Studies	MS	\$48,961	BA – Step 3	9/1/2011
<b>E</b>	Clementi, Joseph	Mathematics Teacher	MS	\$48,361	BA – Step 1	9/1/2011
<b>F</b>	Kowalski, Penny	Language Arts Teacher	MS	\$48,361	BA – Step 1	9/1/2011
<b>G</b>	Hill, Louise	Secretary	MS	\$30,811 (prorated)	13 – Step 4	8/29/2011
<b>H</b>	Norcross, Marie	Interim Bookkeeper/ Payroll Clerk (Temporary)	BOE	\$15.00 per hour	Not to exceed 8 hours per day	7/21/2011
<b>I</b>	Schneider, Joshua	Mathematics Teacher E-Lab	MS	\$48,361	BA – Step 1	9/1/2011
<b>J</b>	Gruner, Lindsay	School Nurse	No. 5	\$48,361	BA – Step 1	9/1/2011
<b>K</b>	Smith, Samantha	3 <sup>rd</sup> Grade Teacher	No. 3	\$49,961	BA+30 – Step 1	9/1/2011
<b>L</b>	Guerra-Martis, Ligia	Spanish Teacher	No. 6	\$53,261	MA+30 – Step 4	9/1/2011
<b>M</b>	Amato, Gina	3 <sup>rd</sup> Grade Teacher	No. 4	\$48,361	BA – Step 1	9/1/2011
<b>N</b>	Ball, Erik	Assistant Principal/ Athletic Director	HS	\$101,500	N/A	TBD
<b>O</b>	Zuniga-Chambers, Barbara	Home Economics Teacher	HS	\$56,161	MA+30 – Step 8	9/1/2011
<b>P</b>	Caskan, Stephanie	School Psychologist	No.1/4	\$52,361	MA+30 – Step 1	9/1/2011

Transfers # 5 B & D TABLED

5. Transfers

Approve the following Involuntary Transfers for the 2011/2012 school year:

		FROM		TO	
	Name	Position	School	Position	School
A	Eppolite, Michael	Special Ed Teacher	No. 5	Special Ed Teacher	No. 6
B	Molway, Chick	Special Ed Teacher	No. 6	ISS Teacher	MS
C	Germano, Adriana	Special Ed Teacher	No. 6	Special Ed Teacher	No. 3
D	Bernardo, Robert	Health Teacher	HS	Special Ed Teacher	MS
E	Straub, Dori	Special Ed Teacher	No. 6	Special Ed Teacher	No. 5

6. Change in Assignment

Approve the Change in Assignment as follows for the 2011/2012 school year:

	FROM			TO			
	Name	Position	Salary	Position	School	Salary	Effective
A	Schneck, Michael	Assistant Dispatcher	\$27,000	Assistant Transportation Coordinator	MS-Transportation Department	\$50,000	7/1/2011

7. 2011 Summer Music Instructors

a. Approve the following 2011 Summer Music Instructors at the High School from 8 a.m. to 3 p.m. Monday –Thursday, effective June 27, 2011to July 18, 2011:

	Instructor	Position	Stipend	
A	Lewis, Carol	Band Teacher	\$4,575	12 days/(84 hours total)
B	DiLeonardo, Carol	Orchestra Teacher	\$4,575	12 days/(84 hours total)

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

b. Approve the following 2011 Summer Instrumental Elementary Orchestra/Band Instructors at School No. 3:

	Instructor	Position	Hourly Rate	Days/Hours	Date/Time/Days
A	Garton, Tim	Band Teacher	\$36.88	12 days/(72 hours total)	8:30 am-2:30 pm – Tuesday, Wednesday and Thursday 7/5/2011 to 7/28/2011
B	Jan, Nancy	Orchestra Teacher	\$36.88	10 days/(70 hours total)	8:30 am-3:30 pm – Monday – Friday 7/5/2011 to 7/18/2011

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

8. Rescission of Non-Renewals/Reduction-In-Force

Approve the Rescission of following Non-Renewals for the 2011/2012 school year:

	<b>Name</b>	<b>Position</b>	<b>School</b>
<b>A</b>	Fisher, Christina	Health & Physical Ed Teacher	No. 6
<b>B</b>	Stowell, Alan	In-School Suspension Teacher	MS
<b>C</b>	Henderson, Nicole	Special Ed Teacher	No. 1
<b>D</b>	Winsley, Dawn	Special Ed Teacher	MS-LS
<b>E</b>	Haabak, Carin	Payroll Bookkeeper	BOE

9. Staff Reappointments

TABLED – 9b

a. Approve the following Staff Reappointments for the 2011/2012 school year:

	<b>Name</b>	<b>Position</b>	<b>School</b>
<b>A</b>	Fisher, Christina	Health & Physical Ed Teacher	No. 6
<b>B</b>	Stowell, Alan	Health Teacher	HS
<b>C</b>	Henderson, Nicole	Special Ed Teacher	No. 1
<b>D</b>	Winsley, Dawn	Special Ed Teacher	No. 4

b. Approve the following Reappointment for the 2011/2012 school year:

	<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Salary</b>	<b>Effective</b>
<b>A</b>	Haabak, Carin	Bookkeeper - Payroll	BOE	\$41,000	7/1/2011

10. 2011 Summer Special Education Substitute

Approve the following 2011 Summer Special Education Teacher Substitute:

	<b>Name</b>	<b>Position</b>
<b>A</b>	Brierly, Joanne	Substitute Special Education Teacher

11. Fall Coaches at High School for 2011/2012

Approve the following Fall Coaches at the High School for the 2011-2012 school year (Account Number-11-402-100-100-402-08):

	<b>Coach</b>	<b>Position</b>	<b>Stipend</b>	<b>Step</b>
<b>A</b>	Taylor, Carl	Assistant Football Coach	\$4,812	3
<b>B</b>	Rossi, Ron	Assistant Football Coach	\$4,812	3
<b>C</b>	Spahn, Matias	Assistant Football Coach	\$4,812	3
<b>D</b>	Walden, Red	Assistant Football Coach	\$4,449	1
<b>E</b>	Lee, Lauren	Head Cheerleading Coach	\$4,812	3
<b>F</b>	McCarthy, Stefanie	Assistant Cheerleading Coach	\$3,207	3

<b>G</b>	Cuneo, Chris	Head Boy's Soccer Coach	\$6,214	3
<b>H</b>	Shipley, Matt	Assistant Boy's Soccer Coach	\$4,560	3
<b>I</b>	Caldwell, Andrew	Assistant Boy's Soccer Coach	\$4,560	3
<b>J</b>	Rudolph, Charles	Assistant Boy's Soccer Coach	\$4,215	1
<b>K</b>	Stowell, Bruce	Head Girl's Soccer Coach	\$6,214	3
<b>L</b>	Stowell, Allen	Assistant Girl's Soccer Coach	\$4,560	3
<b>M</b>	Totoro, John	Head Girl's Tennis Coach	\$4,812	3
<b>N</b>	Diaz, Suzanne	Assistant Girl's Tennis Coach	\$3,207	3
<b>O</b>	McCormick, Rachel	Head Boy's & Girl's Cross Country	\$4,812	3
<b>P</b>	Strauss, Philippe	Assistant Girl's Soccer Coach	\$4,215	1
<b>Q</b>	Ingram, Norman	Head Boy's Basketball Coach	\$7,320	1

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

12. Rescission of Appointment

Approve the Rescission of the following appointed 2011 WCD's Super Summer Camp Counselors:

	<b>Name</b>	<b>Position</b>
<b>A</b>	Haynes, Tammi	Counselor
<b>B</b>	Hernandez, Anthony	Substitute Counselor

13. Change in Start Date

Approve the Change in Start Date for the following individual for the 2011/2012 school year:

	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>From Effective Date</b>	<b>To Effective Date</b>
<b>A</b>	Chambers, Christopher	Assistant Principal	No. 5	7/1/2011	9/1/2011

14. Appointment

Approve the following Appointment for the 2011/2012 school year:

<b>FROM</b>			<b>TO</b>		
	<b>Name</b>	<b>Position</b>	<b>Position</b>	<b>School</b>	<b>Effective</b>
<b>A</b>	Grippen, Maureen	Interim Director of Special Programs	Director of Special Programs	MS – PDC	8/7/2011

15. 2011 Summer Math Curriculum Writing

Approve the following 2011 Summer Math Curriculum Writing Teachers:

	Name	Curriculum Writing	Hourly Rate	Days/Hours	Date
<b>A</b>	Steel, Max	High School	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011
<b>B</b>	Hagan, Jeana	Kindergarten	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011
<b>C</b>	Zahn, Abby	Kindergarten	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011
<b>D</b>	Adolf, Camille	1 <sup>st</sup> Grade	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011
<b>E</b>	Johansen, Erin	1 <sup>st</sup> Grade	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011
<b>F</b>	McCarthy, Sindy	2 <sup>nd</sup> Grade	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011
<b>G</b>	Vespe, Patricia	2 <sup>nd</sup> Grade	\$36.88	Not to exceed 5 days 1:00 p.m. – 4:00 p.m.	July 2011 – August 2011

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

16. Coaches at Middle School for 2011/2012

a. Approve the following Athletic Coaches at the Middle School for the 2011-2012 school year (Account Number-11-402-100-100-402-07):

	Athletic Coach	Position	Stipend	Step
<b>A</b>	Martin, Gregg	Head Boy's Basketball Coach	\$2,505	3
<b>B</b>	Constantine, Donald	Assistant Boy's Basketball Coach	\$1,604	3
<b>C</b>	Hallman, Francine	Head Girl's Soccer Coach	\$2,505	3
<b>D</b>	Deal, Tricia	Assistant Girl's Soccer Coach	\$1,604	3
<b>E</b>	Shaw, Tim	Head Boy's Soccer Coach	\$2,317	1
<b>F</b>	Schneider, Joshua	Assistant Boy's Soccer Coach	\$1,483	1
<b>G</b>	Shaw, Tim	Head Girl's Basketball Coach	\$2,410	2
<b>H</b>	Rossi, Ron	Assistant Girl's Basketball Coach	\$1,483	1
<b>I</b>	Watson, Jeff	Head Wrestling Coach	\$2,410	2
<b>J</b>	DeRosa, Ray	Assistant Wrestling Coach	\$1,483	1
<b>K</b>	Nagy, Danielle	Head Field Hockey Coach	\$2,317	1
<b>L</b>	DeRosa, Ray	Assistant Field Hockey Coach	\$1,483	1

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

- b. Approve the following Content Area Coaches at the Middle School for the 2011/2012 school year:

	Content Area Coach	Position	Stipend	Step
<b>A</b>	Kiett, Portia	Content Area Coach – Science	\$4,435	N/A
<b>B</b>	Coley, Pat	Content Area Coach – Special Education	\$4,435	N/A
<b>C</b>	Schwartz, Cheryl	Content Area Coach – Language Arts	\$4,435	N/A
<b>D</b>	Martin, Gregg	Content Area Coach – Math	\$4,435	N/A
<b>E</b>	Bazzel, Al	Content Area Coach – Unified Arts	\$4,435	N/A
<b>F</b>	Donohue, Carol	Content Area Coach – Social Studies	\$4,435	N/A
<b>G</b>	Cuneo, Monica	Content Area Coach – Health & PE	\$4,435	N/A

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

17. Co-Curricular Club/Activity Advisors at Middle School

- a. Approve the following Co-Curricular Club/Activity Advisors at the Middle School for the 2011-2012 school year:

	Name	Activity Advisor	Stipend	Step
<b>A</b>	Donohue, Carol	Student Government Co-Advisor	\$1,470 (split)	3
<b>B</b>	Hill, Sarah	Student Government Co-Advisor	\$1,470 (split)	3
<b>C</b>	Barish, Maxine	SADD Co-Advisor	\$653 (split)	N/A
<b>D</b>	Rankin, Kecia	SADD Co-Advisor	\$653 (split)	N/A
<b>E</b>	Aiello, Christine	Chorus Advisor	\$4,411	3
<b>F</b>	DiLeonardo, Carol	Orchestra Advisor	\$4,411	3
<b>G</b>	Lewis, Carol	Concert Band Director	\$4,411	3
<b>H</b>	Douglas, Kitty	Renaissance Co-Advisor	\$653 (split)	N/A
<b>I</b>	Kownacki, Jennifer	Renaissance Co-Advisor	\$653 (split)	N/A
<b>J</b>	Ralston, Jamie	Yearbook Co-Advisor	\$914 (split)	2
<b>K</b>	Stallard, Nicole	Yearbook Co-Advisor	\$851 (split)	1
<b>L</b>	Tierstein, Donna	Science Club Advisor	\$1,306	N/A
<b>M</b>	Reid, Susie	Peer Mediation Co-Advisor	\$653 (split)	N/A
<b>N</b>	McCarthy, Stefanie	Peer Mediation Co-Advisor	\$653 (split)	N/A
<b>O</b>	Kernaghan, Sabine	Newspaper Club	\$1,827	2
<b>P</b>	Lerner, David	Chess Club Advisor	\$1,306	N/A
<b>Q</b>	Huntoon, Tracey	8 <sup>th</sup> Grade Class Co-Advisor	\$835 (split)	3
<b>R</b>	McBride, Christa	8 <sup>th</sup> Grade Class Co-Advisor	\$711 (split)	1
<b>S</b>	Sykes, Hannah	Spanish Club Advisor	\$1,306	1
<b>T</b>	Kiett, Portia	Multicultural Club Co-Advisor	\$653 (split)	N/A
<b>U</b>	Sykes, Hannah	Multicultural Club Co-Advisor	\$653 (split)	N/A
<b>V</b>	Kiett, Portia	NJHS Advisor	\$1,621	3
<b>W</b>	Lerner, David	Astronomy Club Advisor	\$1,306	N/A
<b>X</b>	Lerner, David	AVA Club Advisor	\$2,551	3
<b>Y</b>	Parzanese, Maria	7 <sup>th</sup> Grade Class Advisor	\$1,421	1

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



- b. Approve the Rescission of the following Co-Curricular Club/Activity Advisor at the Middle School for the 2011-2012 school year:

	Name	Activity Advisor	Stipend	Step
<b>A</b>	Parzanese, Maria	7 <sup>th</sup> Grade Class Advisor	\$1,421	1

- c. Approve the following Co-Curricular Club/Activity Advisors at the Middle School for the 2011-2012 school year:

	Name	Activity Advisor	Stipend	Step
<b>A</b>	Parzanese, Maria	7 <sup>th</sup> Grade Class Co-Advisor	\$711 (split)	1
<b>B</b>	Nagy, Danielle	7 <sup>th</sup> Grade Class Co-Advisor	\$711 (split)	1

18. 2011 Summer CST Staff

Approve the following 2011 Summer CST Staff members for Evaluations and Case Management at their per diem rate from July 5, 2011 to August 19, 2011:

	Name	Position
<b>A</b>	Panarello, Santina	Psychologist
<b>B</b>	Fleigel, Jaime	Psychologist
<b>C</b>	Dunphy, Kevin	Psychologist
<b>D</b>	Zucca-Brown, Sandy	Psychologist
<b>E</b>	Hawkins, Diane	Social Worker
<b>F</b>	Rabinowitz, Marni	Social Worker
<b>G</b>	Robinson, Maria	Social Worker
<b>H</b>	DiMartino-Cowdin, Lynn	Social Worker
<b>I</b>	Kellner, Rhoda	LDT-C
<b>J</b>	Cathie, Linda	LDT-C

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

19. Job Description

**Exhibit XIV: 19**

Approved the following revised Job Description as per the attached exhibit:

	Job Description
<b>A</b>	Director of Special Programs

20. College Placements

Approve the following College Placements for the 2011-2012 school year:

	College	Student	Experience	Cooperating Teacher	School	Dates	Subject
<b>A</b>	Stockton	Bauerband, Kylee	Internship	Pino, Tracy	No. 6	9/1/2011 – 4/30/2012	Social Work
<b>B</b>	Stockton	Allen, Crystal	Internship	Rabinowitz, Marni	No. 5	9/12/11 – 4/30/12	Social Work
<b>C</b>	Wilmington University	Hanif, Zainab	Clinical Practicum	Kimbrough, Rachelle	MS	1/3/2012 – 5/31/2012	School Counseling
<b>D</b>	Delaware Valley	McCarthy, Stefanie	Internship	Nwanguma, Stella	MS	9/1/2011 – 6/30/2012	School Administration
<b>E</b>	Delaware Valley	Countryman, Joseph	Fieldwork	Wyckoff, Bruce	MS	8/1/2011 – 6/30/2012	Educational Leadership
<b>F</b>	Ocean County	Vuono, Denise	Classroom Observation	Cuneo, Christopher	HS	9/1/2011- 9/30/2011	History

21. High School Department Chairpersons

Approve the following High School Department Chairpersons for the 2011/2012 school year:

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

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

22. Co-Curricular Club/Activity Advisors at High School

a. Approve the following Marching Band Co-Curricular Club/Activity Advisors at the High School for the 2011-2012 school year: (11-401-100-330-401-08)

	Name	Activity Advisor	Stipend	Step
<b>A</b>	Parkhurst III, David	Marching Band Trainer	\$4,003	2
<b>B</b>	Fontenot, Karshena (Kori)	Assistant Band Director	\$3,680	3
<b>C</b>	Dixon, Jessica	Band Front Coordinator	\$4,297	2
<b>D</b>	Ames, Andre	Percussion & Drill Instructor	\$6,760	2
<b>E</b>	Parkhurst, David	Marching Band Director	\$7,772	3

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

- b. Approve the following Co-Curricular Club/Activity Advisor at the High School for the 2011-2012 school year: (11-401-100-100-401-08)

	Name	Activity Advisor	Stipend	Step
A	Connor, Traci	High School Student Government	\$4,411	3
B	Dahl, Stacie	Senior Class Advisor	\$2,426	2
C	Sass, Lisa	Junior Class Advisor	\$2,551	3
D	Shaw, Art	Freshmen Class Advisor	\$1,670	3
E	Clark, Jena	National Honor Society	\$1,621	3
F	Parkhurst, David	Stage Manager	\$4,382	2
G	Parkhurst, David	Jazz Band Director	\$2,706	3
H	Parkhurst, David	Concert Band Director	\$4,411	3
I	Diaz, Suzanne	High School Newspaper	\$2,551	3
J	Hess, Cheryl	High School Yearbook- Business	\$1,952	3
K	Rimby, Kathy	Pep Squad	\$1,022	3
L	Young, Nancy	Public Relations (H.S. Newsletter)	\$1,878	3
M	Ingram, Norm	AVA	\$2,300	1
N	Arsenault, Heather	Key Club	\$1,306	N/A
O	Heller, Jodi	Leo Club	\$1,306	N/A
P	Mack, Jill	Environmental Club	\$1,306	N/A
Q	Feighery, Tracy	Renaissance Club	\$1,306	N/A
R	Smith, Chantel	Peer Mediation Club	\$1,306	N/A
S	Ingram, Norm	TV Production Club	\$1,306	N/A

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

23. Change in Assignment

Approve the Change in Assignment for the following individual for the 2011/2012 school year:

	From				To		
	Name	Position	Salary	School	Position	Salary	School
A	Gordon, Nicholle	5 <sup>th</sup> Grade Teacher	\$49,561 BA-Step 5	No. 5	Learning Disabilities Teacher-Consultant	\$49,561 BA-Step 5	MS

24. Change in Hours

Approve the following Change in Hours for the Winslow Township Food Service Workers for the 2011/2012 school year:

	From			To	
	Name	Hours per day	School	Hours per day	School
A	Iannaco, F. Carol	4	No. 2	6.4	No. 2
B	Marella, Elizabeth	4	No. 1	6.4	No. 1
C	Podorski, Elizabeth	4	No. 4	6.4	No. 4
D	Sands, Virginia	4	No. 5	6.4	No. 5
E	Vitucci, Christine	4	No. 6	6.4	No. 6

## **XV. INFORMATIONAL ITEMS**

### **1. Exit Interview for Staff Members**

Dr. Poteat stated that it was brought to his attention that there were some concerns, or at least a concern of a board member, about interviewing staff members when they are leaving the district or having some sort of exit interview process in place for staff members when they leave the district. At this time, the school district does interview those positions that are considered impact positions, such as administrator positions, but we do not have an exit interview process in place for any other positions in the district such as teachers or non certificated personnel etc. so we don't have anything in place at this point. I am not sure exactly what the concerns are as it pertains to exit interviews so I think it is a matter of opening for discussion at this point.

Ms. Sturdivant stated that one of the benefits of having the exit interview is to find out why people are leaving the district the things that if we had some people who have been very beneficial to the district who have done great jobs here but are leaving. We need to find out why, so that if there are things that we can correct and address we need to do that.

Dr. Poteat responded that most of the people who leave the district, based on their letters of resignation, based on my personal review, is because either they have accepted another position in another school district or they may indicate for personal reasons. Keep in mind even if you have a exit interview process in place people are not obligated to share with you why they are leaving. It is a personal position on their part it is a personal matter and they are under no obligation. If you have a person to person interview, a paper type interview, they are still not obligated. Even the most recent resignations we received, the wording was to pursue other opportunities that were presented to me or I was offered another position etc. So at this point I understand what your concerns are but I still want you to know that there are still personal kinds of things that people may not want to share as to why they are leaving.

Ms. Pitts stated that with regard to the report from the Policy Committee, we already discussed this and just to remind the board to be mindful as board members we cannot participate in the exit interviews, however, the recommendation of the Policy Committee that the board provide feedback to board members at our Executive Session. That was the recommendation of the Policy Committee to the board as it relates to exit interviews of employees.

Ms. Gidwani stated that if there are no exit interviews there is no feedback. We have to have the interview in order to have the feedback to us.

Dr. Poteat stated if a person leaves the district the feedback we preferably have now on every person is the letter that they provide us which is their resignation or retirement etc. They just don't call us or just leave, you have to go through a process and the process at this point is to submit a letter of resignation, you can indicate a reason if you want to but you don't have to. If you want that kind of feedback we can say we received 15 resignations today, of that 15 8 of them stated for personal reasons the other 7 indicated that they were leaving to pursue other opportunities that were made available or they may have taken another position or that they are relocating. That information we can provide as feedback for you. To get

more than that, again, the individual staff member is not obligated to provide you with more. That is their personal prerogative to give you that information. Then on the other hand if people are leaving, and they want to leave, are we putting ourselves in the position where we are trying to convince them not to leave, that we want them to stay. Again, I am not sure exactly where we are going with this. Again, if you want feedback, we can provide feedback because we have it.

Mr. Gidwani said that he understood what Dr. Poteat was saying but at the same time anybody can write a resignation letter saying for personal reasons. Many times they do have some other reason why they are leaving and a face to face interview can definitely provide you more information than just an exit letter. At least in my experience, I always make sure, I do not interview the people personally but I do try to make sure that somebody from our company would interview the person and finds out from them exactly what happened and why they are leaving and it does help us. I think it does help us change things which we may never have noticed by ourselves because everybody thinks that they are doing the job greatly and they don't think that anybody has any ideas at all but they do have ideas and they will put them forward, especially when they have left and know there are no repercussions against them, once they have left they will be more open minded than they would be if they are working for you.

Ms. Sturdivant said that she understands what the Superintendent is saying that suggestion is optional, people have the right to tell you what they want you to know and what they don't want you to know but we could at least ask the question and they still have that option. Some might opt to give us different reasons but we give them that option I think that is the way that we should move forward.

Mr. Gidwani agreed.

Mr. Capaldi said that they do have the option when they write the resignation, that is an option, they all have an option to tell the truth or not to a certain extent. The option is always out there either tell us the real reason why you are leaving or write personal and leave it at that. As far as giving them the option we do give them an option. Whether they take up the option, that is on them.

Ms. Pitts asked if an employee leaving would speak face to face making statements that they would not put in writing, is that what you are saying. Mr. Gidwani said yes. Ms. Pitt continued, So what you are saying is that you want the district to require, or mandate, that employees sit face to face or give employees an option because they are required to put in writing why they are leaving and are you saying that you want the district to put in place to give the option for the employee to sit down and have a face to face. Is that what I understand you are saying?

Mr. Gidwani said yes, that is what he is saying because many times if you don't ask, you don't get. If you ask people to come and talk with you they will do that but if you accept the letter and tell them to go home, then they will do that. If you can learn something from them it is a good idea. It never hurt anyone to learn something more than know today.

Ms. Peterson recommends that this issue goes back to the Personnel Committee. She thanked Ms. Pitts for her support in this. They can discuss and bring back a report.

## 2. Special Transportation Request from Parents

Dr. Poteat stated that this is also an additional informational item that was brought to his attention for tonight. We periodically receive requests from parents for special reasons why they want to change their bus stop or bus pick up. If you can recall, particularly for those of you who were on the board, I will give you an overview of our position and why the district made some changes with transportation requests. Three years ago, we received over 450 transportation requests, changes for transportation. We found ourselves in a position where it was almost impossible for us to monitor these changes. As a matter of fact we thank God that we didn't miss, loose or misplace a child in the process. Let me give you a few examples, we would receive a call from a parent to have their child picked up at another location as a result of a domestic problem or a separation in the family temporarily. We would grant that request and then three months later when things amended they would ask us to pick them back up at the original address. Then we had the situations where we were asked to pick children up at daycare centers, grandma's house, that changed, the babysitter changed to another location and we had to pick them up there and then two or three months later we changed babysitters can you pick them up there. It became a nightmare for us to monitor. It became difficult for the building principals to know which bus they were on Monday as opposed to Thursday, and it just kept changing to the point where it was out of control. We could not monitor the amount of changes we were receiving. So the board, after reviewing the situation, decided that we were not going to honor any special requests from parents and that they were going to fulfill all transportation requests according to law. We will pick children up at the address of record at the school and we will drop them off at that same address on record. There are a lot of circumstances out there, but you get to the point where, and as we discussed some time ago, you can't pick and choose which parents you are going to accommodate and which parents we were not going to accommodate. It is either all or none and we were at the point where we could not accommodate them. On the flip side of this is we as a school district have to transport all of the children from their homes to the Charter School. We now have to transport children who are part of the Choice School project, we also have to transport those young people who are in private or parochial schools. Keep in mind that 98% of all the children in this district also take a bus. We have 87 - 89 buses and all of those buses are moving from 6 in the morning almost all day, we run a four tier system. As an example, we were able just by eliminating special requests in one year to free up 4 to 6 buses so that we can transport the Charter School children which normally would have cost the district \$250,000 for us to contract that transportation out to another bus company because we could not accommodate them. The mere fact that we brought things under control and provide those services according to law because we had buses going all over. To the point now where it is under control and our Transportation Director, Mr. John Gaskill has the # 1 rated transportation department in South Jersey and I think # 9 in the State of New Jersey in terms of efficiency with transportation. Applause. We are continuously being asked for special requests. Since we made that change; the number of requests that come in are minimal we don't get nearly as many requests as we had. The reason we may get a request now is from a child who is just in the system. Most of the parents in our school district understand where we are, they understand the transportation situation and therefore, those requests have been almost eliminated. During the summer I have received a number of requests and from the time we implemented our procedure to date, we have denied every one of those cases. Everyone has circumstances that will put you in a situation where you are insensitive because the

situations are beyond our control but families it is their responsibility to take care of those things. It is not the school district's responsibility to take care of those requests throughout the entire school district. Fifty eight square miles we are moving buses quite a bit in the district. So at this point special requests have been denied and we are able to transport not only students within the school district but private schools, Charter Schools, Choice Schools. There are a lot of demands on our transportation. I will close by saying if you revisit this and you consider honoring those requests, you can't honor one without honoring the rest because once you open up that door again then you can't pick and choose who you will accommodate and you have to be fair across the board and our position was that we are going to be fair and treat everyone the same and we are going to provide basic transportation for all of our children and to date we have been able to do so.

Ms. Sturdivant said that her only concern was, and it sends a mixed signal to the community, when you see a bus driver and you know that the grandchild is sitting behind the bus driver or you see the car seat with the baby in it, then it seems like we are making special accommodations for some and not for others. So that's the thing that has to be stopped.

Dr. Poteat said that he was not aware of such a situation occurring however, I will ask Mr. Gaskill to revisit this and investigate this and again. You are absolutely right and the reason we have tried to be consistent across the board so that these kinds of things do not come back to haunt us. We want to treat our children fair we want to treat our parents equally across the board, so if that is the case, that has not been brought to my attention. No one has ever called and said that was occurring. I don't know whether or not, Mr. Gaskill is aware of that but I will ask Mr. Gaskill to investigate that matter and also to revisit with his bus drivers to make sure that these kinds of things are not occurring.

Mr. Capaldi asked the solicitor if what we are doing as far as pick up, drop off, is within the law. The solicitor answered yes. Mr. Capaldi asked if we have any obligation to drop the children any other place other than to and from their residence. The solicitor answered that the address that they provide the district with is our obligation and that is it. Mr. Capaldi confirmed that "short and sweet" we are within the law we have no obligation beyond that address. The solicitor answered, yes, and you get into all sorts of troubles when you try to vary from that.

Dr. Poteat stated that he had one other informational item and I apologize to the board members and to the Public as it is not under informational items. At our last meeting you recall Ms. Yanez had asked us about the budget and how we were going to balance the budget because the budget failed. I have had conversation with Ms. Yanez since that meeting because I promised her that I would give her information but I also feel that it is necessary for us to inform the public of how that was done. As you know the budget failed and we went before the township and the township also told us that they would not be able to provide us with any additional funds. They did make some recommendations to us. We did not follow all of those recommendations, however, this is what we were able to do in order for us to make up the \$846,000. We took \$151,606 from our fund balance, we took \$31,238 from tuition reimbursement and we were able to gain \$663,394 for reduction in staff and the reduction in staff is based on our retirements. In addition to the reduction in staff through our retirements we were able to bring back everyone that was on our list not to be rehired with the exceptions of those individuals who would not return because of performance. At this point we have been

able to return all of our staff members with the exception of those individuals according to our board report and discussions based on performance. That is how we were able to come up with the \$846,000 and most of the personnel information reflects those staff members being recalled. However, we still have some vacancies in the district and we are in the process of interviewing and filling those positions. There are no more than 10 vacancies that still exist in the district. A lot of those vacancies are there not because we weren't able to fill them but because once we filled these positions through the interview process some of the people decided they were not going to accept the job so we have to interview again. That is not uncommon at this time of year. At this point that is where we are as far as our budget and we are prepared to move forward with the recommendations for the positions that are before you this evening.

Ms. Peterson asked if there were any comments from the Board.

**XVI. OLD BUSINESS – None at this time**

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

Ms. Dredden made a motion to receive our agenda package a week before the meeting, also our addendum no later than Monday. The motion was seconded by Mr. Gidwani.

Ms. Pitts stated that the Board Members are all aware that by law we are required to get our packages at least three business days before a meeting and, since 2008 our administration has been doing that, it does make a difference. However, I think to request from the administration to get our package a full week before our meeting puts us in a position where we will constantly be hit with addendums because for a full week to go by between getting our package and the meeting. This is a large district, any number of things can happen that would require that we consider but may not be in our packet. Right now we are within our timeframe of three business days prior to the board meeting. I would ask the board member why she feels that she needs a full seven days between getting the packet and the board meeting. Does it really take that long to review the package?

Ms. Dredden responded that it takes time to look over and sometimes a lot of things that are in our package that we really need to understand and should read through and I would like to have more time. I feel that I can address better, understand better.

Ms. Pitts asked Ms. Dredden is it possible in the time that we receive it is it possible that you read through it and if you have any questions that you would call the president and run those questions past our president. Is that a possibility for you?

Ms. Dredden stated that she did already run things past the president.

Ms. Pitts asked if that was still not sufficient for her.

Ms. Dredden feels that there is nothing wrong with having her package a little sooner.



Ms. Pitts you are right there may not be anything wrong, the question would be is it feasible for the administration to provide that, that is the question. I am not saying there is anything wrong with it, what I am questioning is whether or not that is a realistic request of the administration.

Dr. Poteat responded that when we first reorganized one of the first directives that you gave me was no more addendums and in doing so we try to make sure that we provide you with all the information that we can in one board report. For example, tonight we do not have an addendum. It is going to be physically be impossible for us to do both. Things happen and at this point we provide the packets to you no later than on a Friday before the meeting. For us to be able to give them to you a week before the meeting, there will definitely be addendums and it will be a lot of pressure on our part it is just impossible. There is a lot of work to be done and we try to make sure that the information we provide to you is accurate so that you can have the information to make the decisions that we feel are appropriate based on the information that we give you. If you ask for additional days then you can't say not to provide you with an addendum. If the information is not given to you in a timely manner bills need to be paid, staff development things are being provided on certain dates. Things do come up and you can't have it both ways. It is going to be one way or another

Ms. Dredden stated that she did say the addendum by Monday.

Ms. Peterson reiterated that have the addendum come out on Monday.

Ms. Pitts asked if she was asking for two board runs.

Ms. Dredden said only one request.

Ms. Pitts asked for clarification. Was she asking that the packet be delivered on the Wednesday before the Wednesday meeting and any addendums to be delivered no later than Monday. Is she asking for the district to make two board runs to us?

Ms. Dredden said if that is what it sounds like then that is what it is.

Ms. Peterson asked if there was any possibility in it understanding that there is a motion on the floor. Is there any possibility that we can investigate if it is possible to get those items out, having all the personnel, superintendent report and the business administrator . Since two of them are not here if we can determine if it is possible for them to up the time period so that we can get them in an earlier fashion. So do you think that you are willing to compromise by investigating as soon as the other two people return who are responsible for helping the Superintendent in putting the package together, determine if it is a doable thing.

Dr. Poteat responded even in their absence it is not doable and you cannot have both. It is one or the other. I don't think we understand the volume of work that goes into putting these packets together and in a timely manner. We are starting tomorrow on the board report. Every day things are happening, we are hiring, getting staff development in place. If you look at the board report, and there is a lot more volume tonight than we normally have, it takes a lot of work on our part. Again, it is not that I am saying or trying to dodge my responsibility here or I don't want to do it. I am saying to you that the volume of work that goes into a board report, it is a lot of time collaborate by 4 or 5 different departments and bringing everything together.

You are going back to addendums, it is just a lot more work and I think that it will create an unorganized presentation for us and an unorganized presentation before this community. I think that at this point the process that we have in place if members of the board are saying that this is not working for them then I think that I need to hear from the board.

Ms. Dredden if it is going to cause that much confusion then I will let it go.

Ms. Pitts stated that just as a reminder that she recalled at our reorganization meeting there was a suggestion by Ms. Peterson that she thought was really great. She had suggested that perhaps because we have several new board members that they could be mentored and if Ms. Dredden is really having a serious problem in sitting down and understanding her package I would be more than happy to mentor her in that area.

Ms Peterson said if that was something we wanted to take under consideration and it is a good suggestion that new board members should receive some guidance from the experienced/seasoned board members.

Ms. Dredden said that it is not that she doesn't understand the package but that I would like more time to really concentrate and read it. It is not that I need you to show me around.

Ms. Pitts said that was not what the offer was for. Having myself also being a new board member at one time, I understand the difficulty, I do understand the feeling of being overwhelmed as there is so much material that we have to learn so please do not take offense. My offer was not in any way to suggest that you did not understand. My offer was to let you know that I have been there and I do understand what you are now experiencing and my offer was only one of help.

Ms. Peterson stated it was her understanding that the motion was withdrawn and the mover and second of the motion withdrew.

### **TABLED ITEMS**

Ms. Peterson stated that some of the items that we tabled are not executive session material that we can discuss in the regular meeting. So I would like to go back with the pleasure of the board to look at those items we tabled and if there is a need for additional information that we share that information now. Is that feasible?

All in favor.

Superintendent's report # 5, 6, 12 and 17.

Ms. Sturdivant referred to # 5A. I see that we have lots of good professional development and I see that a lot of it is happening during the school day which makes it accessible to a lot of professionals, which is a good thing. My question, is on Item c. f. & g. I don't see where they are being held and I just need to know the process of people signing up to do this workshop. Is it a sign up, is it a mandatory, do they have to do it, how does that work?

Dr. Poteat responded that he will try to answer your question and Dr. Carcamo can help out at any time. The professional development that happens during the school day is designed primarily to make sure that we get the teachers while they are in the building. It is accessible to them and one of the reasons, based on the recommendation of the board, because many of the staff members were not taking advantage of the staff development at the school. So we are pretty much bringing the staff development to them in the building. Where you see the dates to be determined it is because we have not been able to nail down a time exactly for that. We are waiting of course until school opens to find a time that is more conducive for us in the district. At this point we have the person available when it is going to benefit the staff.

Ms. Sturdivant asked if you put it out there and only two people sign up are you still obligated to provide that activity.

Dr. Poteat said we try to provide staff development. We are hoping that more teachers take advantage of it. Sometimes we don't necessarily know how many people are going to sign up for it but then again you have to get these professional people nailed down because they are servicing more districts than the Winslow Township School District so we try to contract those people so that we know that they are available. The participation has increased in the district and we are hoping this year that we will have more participation.

Dr. Carcamo added that the staff for these has been identified so it is not optional, we provide substitutes for their classrooms.

#### Item # 6

Ms. Davis stated that she is looking at # 6 and the amount of money and are these all special education kids, why are we sending them out of district?

Dr. Poteat responded that the majority of them would be special education students. Many of them are already out of district, based on the IEP because we may not be able to provide the services for these young people. We may have gone to arbitration and there is a court order for these young people so there are plenty of reasons why we have young people going out of district. If we can't meet the needs we have to provide the service. If it is a court order we don't have a choice. But for the most part they are identified as special needs children.

Mr. Davis stated that there was no way that we could provide services for those students.

Dr. Poteat responded that we have tried to provide as much of the services within the school district but if you recall some of our conversations from last year, if the parents are not satisfied our willing to leave their children here, they have the right to take us to mediation and to arbitration or to court and we do our very best to convince the parents and the court that we can provide the services. If the judge does not agree with us and he agrees with the parents that the children have to go out of district then we don't have a choice. On the other hand, if we know we can't provide the services for the children then we have no other choice but to provide the services outside.

Item # 12

Ms. Sturdivant asked if there was a change in the Organizational Chart.

Dr. Poteat responded that there have been some changes in terms of staffing depending on who the individuals are, do you have a specific question? The Organizational Chart is identical to last year. We have the two separate brackets, education and business and they are pretty much the same.

Item # 17

The solicitor stated that Item # 17 cannot be discussed in open session.

**A motion was made by Ms. Sturdivant, seconded by Ms. Pitts to approve Items # 5, # 6 and # 12 as recommended by the Superintendent.**

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

Under the Business Administrator/Board Secretary Report

Item # B 1

Ms. Sturdivant said that she had a question on trying to identify the money that had been spent on repairs to Regional Day but on further investigation all of those items are listed under B 6.

Ms. Peterson asked if she still needed clarification on B 1.

Item # B 2

No further discussion

Ms. Davis reported that she thought that it was the same reason as Item # B 1.

Item # B 3

No further discussion

Item # 21

Ms. Masciocchi asked when the Board Members are all listed as going to an event, how do we vote?

The solicitor responded that it is permitted because it is Doctrine of Necessity. You are all on conflict on item # 21 and if you don't vote for it then it is never going to happen. You have identified it and disclosed it and it is Ok under the Doctrine of Necessity.

**A motion was made by Ms. Davis, seconded by Ms. Dredden to approve Items # B 1, # B 2, # B 3, and # 21 using the Doctrine of Necessity, as recommended by the Board Administrator/Board Secretary.**

*Roll Call:*

Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		

Motion Carried

**XVIII. EXECUTIVE SESSION**

**Executive Session      A motion was made by Mr. Capaldi, seconded by Ms. Sturdivant to approve adoption of the Executive Resolution and adjournment to Executive Session at 8:35 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.

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PRESIDENT

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Assistant Business Administrator

*Roll Call:*

Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		

Motion Carried

**XIX. ADJOURNMENT OF EXECUTIVE SESSION**

**A motion was made Ms. Davis, seconded by Mr. Capaldi to return to Public Session at 10:15 p.m.**

*Voice Vote: All in favor*

**A motion was made by Ms. Sturdivant, seconded by Ms. Davis to remove the following TABLED items:**

**Superintendent Report # 17 Settlement Agreements**

**Personnel # 4 New Hires**

**Personnel # 9 b Staff Reappointments**

*Roll Call:*

Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		

Motion Carried

**A motion was made by Ms. Pitts, seconded by Mr. Capaldi, for the reconsideration of defeated motion # 6 A under Personnel.**

<i>Roll Call:</i>			
Mr. Benjamin, Sr.	Absent	Ms. Masciocchi	Yes
Mr. Capaldi	Yes	Ms. Peterson	Yes
Ms. Davis	Yes	Ms. Pitts	Yes
Ms. Dredden	Yes	Ms. Sturdivant	Yes
Mr. Gidwani	Yes		
Motion Carried			

**XX. ADJOURNMENT**      **A motion was made by Ms. Sturdivant, seconded by Mr. Gidwani, to adjourn the meeting at 10:20 p.m. All Ayes**

**Ms. Peterson announced that a special board meeting for the purpose of discussing personnel matters will be held on Wednesday, August 17, 2011. She asked that proper notification be given.**

Respectfully Submitted,

Tyra McCoy-Boyle,  
Assistant Business Administrator