

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education
30 Coopers Folly Road
Atco, NJ 08004

February 3, 2010

5:00 p.m.

MINUTES

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **04/30/09 and 01/15/10**. It was also advertised in the Philadelphia Inquirer, Atlantic City Press, Courier Post and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center and Winslow Township Post Offices.

II. MISSION STATEMENT

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

III. ROLL CALL - In roll call the following Board members were noted present:

Present:	Dino Capaldi	Eartha Mitchell
	Paul DiMeglio	Angelia M. Tutt
	Christopher McGinnis	Deborah Yanez

Absent:	Mark Benjamin, Sr.
	Cheryl Pitts, Vice President
	John J. Tomasello, President

Also Present:	H. Major Poteat, Ed.D., Superintendent
	Ann F. Garcia, Ed.D., Bus. Admin/Bd. Secretary
	R. Taylor Ruilova, Esq. Solicitor Comegno Law Group

IV. PLEDGE OF ALLEGIANCE

V. BOARD OF EDUCATION – TEAM CHARTER

1. Mr. DiMeglio read - **At all Times**: Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.
2. Ms. Tutt read - **Before a Meeting**: Be prepared for board meetings by reading packets prior to board meetings; Refuse to become involved (collectively, as individuals, or in our communities) in micro-management; Get the answers to questions and concerns prior to the board meeting.
3. Mr. McGinnis read - **During a Meeting**: Listen and speak with respect for others at all times; Vote with conviction; Align our actions as closely as possible to stated goals and objectives; Create an open, problem-solving management climate in which differences and problems are met head-on and clarified

rather than swept under the rug or smoothed over; Promote mutual involvement and interdependency rather than selfish competition or subversive rivalry.

4. Mr. Capaldi read - **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.

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

VI. EXECUTIVE SESSION

Executive Session Resolution A motion was made by Ms. Tutt, seconded by Ms. Mitchell, to approve adoption of the Executive Resolution and adjournment to Executive Session at 5:13 p.m.

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

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

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

PRESIDENT

Business Administrator/Board Secretary

Voice Vote: <i>All in favor</i>

VII. BOARD MEMBER TRAINING

VIII. ADJOURNMENT OF EXECUTIVE SESSION

Return to Public Session A motion was made by Mr. DiMeglio, seconded by Mr. Capaldi, to return to public session at 7:00 p.m.

Voice Vote: *All in favor*

IX. AWARDS & PRESENTATION

7:00 p.m.

1. Dr. Poteat – Update on 2009/2010 District Goals

X. CORRESPONDENCE

XI. MINUTES

None at this time.

XII. BOARD COMMITTEE REPORTS

Policy Committee

Ms. Yanez reported that the Policy Committee met on Wednesday, January 27. Strauss Esmay has completed their part of the policy updates.

Governance Committee

Ms. Yanez reported that the Governance Committee met on Wednesday, January 27. They discussed the Superintendent Update on District Goals and how to make the parent/teacher conferences more parent friendly to encourage more participation.

XIII. PUBLIC COMMENTS (Time Limited)

A motion was made by Ms. Tutt, seconded by Ms. Mitchell, to open the meeting to public comments at 7:38 p.m.

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

1. State your full name and address.
2. Please limit your comments to five minutes.

Voice Vote: *All in favor*

Robert Nevitt – President, WTEA

Mr. Nevitt wanted to correct an erroneous statement that was made regarding the WTEA Association's position on evening conferences. He stated that the statement was misleading and unacceptable.

Dr. Poteat responded that the statement was not erroneous, the WTEA had stated that their position was "No" to night conferences.

XIV. ADJOURNMENT OF PUBLIC COMMENTS

A motion was made by Mr. Capaldi, seconded by Mr. DiMeglio, to adjourn public comments at 7:41 p.m.

Voice Vote: *All in favor*

XV. SUPERINTENDENT’S REPORT

A motion was made by Mr. DiMeglio, seconded by Ms. Tutt, to approve Action Items # 1 through # 15 as recommended by the Superintendent. Item # 10 is amended to read School #2.

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

- 1. First Reading of Policies & Regulations **None at this time.**
- 2. Second Reading of Policies & Regulations **Exhibit XV A: 2**

Approve the second reading of the revisions to the following policies and regulations of the Board of Education as listed below:

Policy/Regulation	Title
Policy #5512.01	Harassment, Intimidation, and Bullying
Regulation #5512	Reporting Procedure - Hazing and/or Harassment, Intimidation, or Bullying
Policy # 5512	Hazing
Regulation #5512	Reporting Procedures – Hazing and/or Harassment, Intimidation or Bullying
Policy # 2510	Adoption of Textbooks
Regulation #2510	Adoption of Textbooks
Policy #180	School Volunteers
Bylaw #0142.1	Nepotism

- 3. Fire Drill Report **Exhibit XV A: 3**

Approve the Fire Drill Report, for the month of December 2009, as per the attached exhibit.

- 4. Field Trips **Exhibit XV A: 4**

Approve Field Trips, as per the attached exhibit.

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

- a. Approve Professional Development/Workshops & Conferences, as listed in the attached exhibit.
- b. Approve the following Professional Development opportunity as listed below:

Title: Frank Glazier Football Clinic, Baltimore, Maryland
 Date(s): Friday, February 12 – Sunday, February 14, 2010
 Audience: Football Coaches & Assistant Coaches
 Funding: WTHS Athletic Program
 Purpose: 10 Coaches will participate in the Football Clinic at a **total** cost of \$299.00.

Note: Reimbursement will not be made for any additional costs incurred by the coach (tolls, parking, etc.).

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

Title: NJSCA/NJSCO Strength & Conditioning Coach Clinic
 Date(s): Friday, February 26, 2010 in Robbinsville, NJ
 Audience: Strength Training Coach
 Funding: WTHS Athletic Program
 Purpose: Mr. K. Scott, Strength Training Coach, will participate in the Clinic at a cost of \$70.00.

Note: Reimbursement will not be made for any additional costs incurred by the coach (tolls, parking, etc.).

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

7. Terminate Out-of-District Placement

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

Student	Placement	Grade/Class	Effective	Cost	Reason
920585	Archway School	11/MD	02/01/10	\$39,807	Transferred Out of District

8. Homebound Instruction **Exhibit XV A: 8**

Approve the Homebound Instruction as per the attached exhibit.

9. Fundraiser(s)/School Activities

Exhibit XV A: 9

Approve the following fundraisers/school activities for the 2009/2010 school year as listed below and as per the attached exhibits:

WTHS

- Spring Flower Bulbs – Environmental Club
- Candles – Cheerleading
- Tupperware –Boys Basketball
- Half-time Court Shot – Boys Basketball
- Chick-Fil-A Night – Boys Basketball
- Gianni’s Fundraiser – Boys Basketball
- Avon – Boys Basketball
- Movie Night “Transformers- Revenge of the Fallen (02/26/10) – H.S.A.

10. WTMS – NJEA “Cat in the Hat” Assembly

Exhibit XV A: 10

Approve a visit from the NJEA “Cat in the Hat”, to Winslow Township School # 2 on Tuesday, February 9, 2010, at no cost to the district.

11. School No. 2 – H.S.A Sponsored Activities

Approve the School No. 2 H.S.A. to sponsor the following activities/fundraisers at School No. 2 during the month of March 2010:

- Chick-Fil-A Night on March 3, 2010 from 5:00 p.m. – 8:00 p.m.
- Spring Book Fair from March 8 through March 12, 2010
- Yankee Candle and Worlds Finest Chocolate Sale from March 12 through March 30, 2010
- St. Jude’s Math-A-Thon from February 8 through March 5, 2010.

12. School No. 3 Family Fun Night (2nd Grade)

Approve School No. 3 to conduct a 2nd Grade Family Fun Night on Wednesday, February 24, 2010 at School No. 3.

13. WTMS Read 180 Program

Exhibit XV A: 13

Approve the WTMS Read 180 Class to be held three days per week for 1.5 hours per day (3:00 p.m. – 4:30 p.m.).

Note: The program will be funded through IDEA and ARRA.

14. Special Education Preschool Data Collection

Approve the participation in the federally required special education preschool outcome data collection for the current school year.

Note: The NJDOE will reimburse the District up to \$4,522 for costs of educational materials and online web based license.

15. Title I Extended School Year Program

Approve the operation of a Title I Extended School Year Program beginning on July 6, 2010 through August 16, 2010 (Monday – Thursday) at School No. 6 from 8:00 a.m. – 12:00 p.m.

B. Principal’s Update(s)

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

Exhibit XV B: 1
Exhibit XV B: 2
Exhibit XV B: 3
Exhibit XV B: 4

C. Curriculum Update(s)

None at this time.

<i>Roll Call:</i>			
Ms. Pitts	absent		
Mr. Benjamin, Sr.	absent	Ms. Mitchell	yes
Mr. Capaldi	yes	Ms. Tutt	yes
Mr. DiMeglio	yes	Ms. Yanez	yes
Mr. McGinnis	yes	Mr. Tomasello	absent
Motion Carried			

XVI. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

A motion was made by Mr. DiMeglio, seconded by Ms. Mitchell, to approve Action Items # 1 through # 9 as recommended by the Business Administrator.

A. Reports

1. Facilities/Maintenance Update – Mr. Bob Austin
2. Transportation Update – Mr. John Gaskill
3. Sodexo Food Services Update – Mr. Howard Ellis

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

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

1. Line Item Transfers **Exhibit XVI B: 1**

Approve the Line Items Transfers, for the month of December 2009, as per the attached exhibit.

2. Bill List **Exhibit XVI B: 2**

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

 - o Vendor Bill List \$1,023,777.97
 - o Manual Bill List \$ 463,206.25

3. Payroll

Approve Payroll, for the month of January 2010, as listed below:

 - o January 15, 2010 \$2,656,910.11
 - o January 29, 2010 \$2,664,115.20

4. Board Secretary Certification

Approve that the Board of Education certify that as of December 2009 and after review of the secretary's monthly financial report for this period ending December 2009, and upon consultation with the appropriate district officials, to the best of our knowledge, no major fund balance has been overspent in violation of N.J.A.C. 6:20-2.13 (b), and that sufficient funds are available to meet the District's financial obligations for the month of December 2009.

5. Treasurer's Report **Exhibit XVI B: 5**

Approve the Treasurer's Report, for the month of December 2009, as per the attached exhibit.

6. Board Secretary's Report **Exhibit XVI B: 6**

Approve the Board Secretary's Report, for the month of December 2009, as per the attached exhibit.

7. Use of Facilities Report - None at this time

8. Disposal of School Property **Exhibit XVI B: 8**

Approve the Disposal of School Property as listed below and as per the attached exhibit.

Location	Department	Tag #	Description
High School	Science	XB5410985YI	PC Mac 5300/100LC - broken
		XB54102S5YI	PC Mac 5300/100LC – broken
		XB5410975YI	PC Mac 5300/100LC - broken
		XB5410445YI	PC Mac 5300/100LC - broken
Board Office	Business	003475	Okidata 3410 Printer
			Works – would like to auction online

9. Larc School – Free or Reduced Lunch

BE IT RESOLVED, that the Winslow Township Board of Education does not require the Larc School 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.

<i>Roll Call:</i>			
Ms. Pitts	absent		
Mr. Benjamin, Sr.	absent	Ms. Mitchell	yes
Mr. Capaldi	yes	Ms. Tutt	yes reclude # 2 Inst of Excellence
Mr. DiMeglio	yes	Ms. Yanez	yes
Mr. McGinnis	yes	Mr. Tomasello	absent
Motion Carried			

XVII. INFORMATIONAL ITEMS

XVIII. OLD BUSINESS

XIX. NEW BUSINESS (Discussion Items)

XX. EXECUTIVE SESSION

Executive Session Resolution A motion was made by Ms. Tutt, seconded by Mr. Capaldi, to approve adoption of the Executive Resolution and adjournment to Executive Session at 7:57 p.m.

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

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

The information discussed in Executive/Closed Session may be disclosed to the public after formal action is taken by the Board of Education on these issues. Certain information that will be discussed in

Executive/Closed Session is not to be disclosed to the Public; however, the Board may contemplate taking action at the conclusion of Executive/Closed Session.

PRESIDENT

Board Administrator/Board Secretary

Voice Vote: *All in favor*

XXI. ADJOURNMENT OF EXECUTIVE SESSION

Return to Public Session A motion was made by Mr. DiMeglio, seconded by Ms. Tutt, to return to Public Session at 8:48 p.m.

XXII. PERSONNEL

A motion was made by Mr. DiMeglio, seconded by Ms. Tutt, to approve Items # 1 through # 11 with regard to Personnel.

1. Leaves of Absence

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

	Name	Sch	Position	From	To	
A	Giardina, Janet	No. 4	Guidance Counselor	1/11/2010 3/1/2010	2/26/2010 4/30/2010	P U
B	Bellino, Sandra	Central	Assistant Transportation Coordinator	3/15/2010	3/30/2010	P
C	Mendoza, Patsy (revision)	No. 3	Secretary	12/18/09-12/23/09 1/4/2010-1/29/2010	12/18/09-12/23/09 1/4/2010-2/15/2010	P U
D	Verlander, Jacqueline (revision)	No. 3	PreK Teacher	12/13/09-1/25/2010	12/13/09-1/29/2010	P
E	Morris, Kathleen	No. 3	Custodian	Intermittent Leave		U
F	Lee, Lauren	MS	Special Ed. Teacher	4/12/2010 5/28/2010	5/27/2010 6/22/2010	P U
G	Hans, Amy	No. 1	Special Ed. Teacher	4/12/2010 5/17/2010	5/14/2010 6/22/2010	P U

2. Resignations

None at this time.

3. Retirement

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

	Name	School	Position	Effective
A	Hayes, Linda	No. 2	Art Teacher	7/1/2010

4. New Hires

None at this time.

5. Substitutes

Approve the following Winslow Certified/Non-Certified Substitutes for the 2009/2010 school year.

	Certified		Non-Certified
A	Mossayebi, Addys	C	Frazier, Donna
B	Milewski, Christina	D	James, Wayne

6. College Placements

a. Approve the following College Placements for the 2009/2010 school year:

	College	Student	Experience	Cooperating Teacher/School	Dates	Subject
A	Rowan University	Casselring, James	Jr. Field Experience	Shaw, Bruce/No. 5	2/8/10-3/10/10	Health & PE
B	Camden County College	Montana, Gina	Fifteen Hour Field Experience	Salbo, Lauren/HS	2/8/10-2/26/10	Health & PE
C	Camden County College	Brown, Dominique	Fifteen Hour Field Experience	Diaz, Suzanne/HS	2/5/10-3/5/10	English

b. Approve the rescission of the following College Placements for the 2009/2010 school year:

	College	Student	Experience	Cooperating Teacher/School	Dates	Subject
A	Camden County College	Burlage, Suzanna	20 Hour Field Experience	Pearson, Dawn/No. 5	2/3/10-3/26/10	Elementary
B	Camden County College	O’Kane, Crystal	20 Hour Field Experience	McCarthy, Sindy/No. 3	2/3/10-3/26/10	Elementary
C	Rowan University	Sidone, Carly	Jr. Field Experience	Shaw, Bruce/No. 5	2/1/10-3/10/10	Health & PE
D	Rowan University	Sidone, Carly	Jr. Field Experience	Gibson, Krystin/HS	3/24/10-5/3/10	Health & PE

c. Approve the following student interns from Rowan University to work with Little Hands Family Services, LLC, In-School Success Program at the Middle School and the Coping Skills Program at the elementary schools, February 4, 2010 – June 30, 2010:

	Student Interns
A	Bahoosh, Megan
B	Loffredo, Amanda
C	Marker, Lindsay

D	Miliaresis, Simone
E	Recine, Joseph

7. Homebound Instructor

Approve the following Homebound Instructor for the 2009/2010 school year:

	Name	Subject	School	Hourly Rate	Effective
A	Hunsicker, Diane	1 st Grade	No. 4	\$36.88	2/4/2010

8. Volunteer

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

	Name	Activity	School
A	Sharples, Lisa	H.S.A. & Project Graduation	HS

9. Maintenance Stipend

Approve the following individual to receive his Maintenance Stipend for the 2009/2010 school year:

	Name	License	Stipend	Effective
A	Leach, Charles	Plumbing	\$1,609.00 (paid quarterly)	7/1/2009

10. Lateral Movements on Salary Guide

Approve the following Lateral Movements on the Salary Guide for the 2009/2010 school year, effective February 1, 2010:

Last Name	First Name	School	FROM			TO		
			From	Step	Salary	To	Step	Salary
Campbell	Tonia	No. 5	MA+15	8	\$55,361	MA+30	8	\$56,161
Collison	Kevin	No. 4	BA	5	\$49,561	BA+15	5	\$50,361
Fest	Robert	HS	BA+15	9	\$57,961	BA+30	9	\$58,761
Giannella	Annalisa	No. 5	BA	6	\$49,861	BA+15	6	\$50,661
Kelly	Lori	No. 4	BA	13	\$78,300	BA+15	13	\$79,100
Nichols	Barbara	No. 6	MA+30	8	\$56,161	MA+45	8	\$56,961
Roman	Migdalia	No. 4	BA+15	5	\$50,361	BA+30	5	\$51,161
Schwartz	Cheryl	MS	BA+30	9	\$58,761	MA	9	\$59,561

11. Spring Musical Pit Musicians

Approve the following Pit Musicians for the High School Spring Musical "Fiddler on the Roof" for the 2009/2010 school year:

	Name	Stipend
A	West, Karen	\$300
B	Nicholls, Brian	\$300
C	Totora, Matt	\$300
D	Cleary, Susan	\$300
E	Rothkopf, Cheryl	\$300
F	Cummings, Victor	\$300
G	Scardino, Anthony	\$300
H	Krupa, Joe	\$300
I	Ieraci, James	\$300
J	DiLeonardo, Carol (employee)	\$300
K	Parkhurst, Dave (employee)	\$300

Roll Call:

Ms. Pitts	absent		
Mr. Benjamin, Sr.	absent	Ms. Mitchell	yes
Mr. Capaldi	yes	Ms. Tutt	yes
Mr. DiMeglio	yes	Ms. Yanez	yes
Mr. McGinnis	yes	Mr. Tomasello	absent

Motion Carried

New Jersey School Boards Association – Mandatory Training
Professional Development/Board Members

A motion was made by Mr. DiMeglio, seconded by Mr. Capaldi, to approve the Professional Development for the following 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>
Christopher McGinnis	Superintendent Evaluation Training	February 8, 2010	No Cost
Eartha Mitchell	Superintendent Evaluation Training	February 8, 2010	No Cost
Angelia M. Tutt	Superintendent Evaluation Training	February 8, 2010	No Cost
Deborah Yanez	Superintendent Evaluation Training	February 8, 2010	No Cost

Roll Call:

Ms. Pitts	absent		
Mr. Benjamin, Sr.	absent	Ms. Mitchell	yes abstain self
Mr. Capaldi	yes	Ms. Tutt	yes abstain self
Mr. DiMeglio	yes	Ms. Yanez	yes abstain self
Mr. McGinnis	yes abstain self	Mr. Tomasello	absent

Motion Carried

XXIII. ADJOURNMENT

A motion was made by Mr. Capaldi, seconded by Ms. Tutt, to adjourn the meeting at 8:50 p.m.

Ann F. Garcia, Ed.D.
 Business Administrator/Board Secretary