

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

November 4, 2009

MINUTES

7:00 p.m.

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **04/30/09**. It was also advertised in the 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 Paul DiMeglio Eartha Mitchell Alvin G. Tucker, Sr	Angelia M. Tutt Deborah Yanez Cheryl Pitts John Tomasello, President
Absent	Mark Benjamin, Sr. Ann F. Garcia, Ed.D., Business Administrator/Board Secretary	
Also Present	H. Major Poteat, Ed.D., Superintendent Tyra D. McCoy-Boyle, Assist. Bus. Admin./Bd. Secretary John Comegno, Esq., Solicitor Comegno Law Group	

IV. PLEDGE OF ALLEGIANCE

V. BOARD OF EDUCATION – TEAM CHARTER

- Ms. Yanez read - **At all Times**: Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.
- Mr. Tucker 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.
- Ms. Pitts 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. Ms. Tutt 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.

Mr. Tomasello 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. AWARDS & PRESENTATION

1. School No. 1 Student Recognition – Ms. Thomas-Galloway

Ms. Thomas-Galloway, Principal School # 1, on behalf of the School Board and Administration, recognized Ms. Karlee Middleman, a Grade 1 student, and family. Ms. Middleman designed the grand prize winning Tee-shirt for the “2009 American Heart Walk” representing the School District in the best possible light.

2. 2008/2009 - Violence & Vandalism Presentation: Dr. Poteat

Dr. Poteat reviewed the report which must be presented to the state. Noted the decline in the number of incidence over the past four years, however, from his perspective, one incident is still one too many.

INFORMATIONAL ITEMS

1. HINI School Based Clinic – tentatively scheduled for Tuesday, November 24, 2009 at Winslow Township High School gymnasium from, 4:00 p.m. to 7:00 p.m.
2. Dr. Poteat formally announced a community forum, “The State of the District” scheduled November 17th and 19th. District goals, capital projects, budgetary and monetary constraints and the challenges ahead will be discussed. The High school on November 17th and School # 3 on November 19th are the selected locations.

VII. CORRESPONDENCE

VIII. MINUTES

A motion was made by Ms. Tutt, seconded by Ms. Pitts, to approve the minutes of the following meeting:

Special Meeting
Regular Meeting

Thursday, October 15, 2009
Wednesday, October 21, 2009

Closed Session
Open/Closed Sessions

Roll Call:

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

Motion Carried

IX. BOARD COMMITTEE REPORTS

1. Policy Committee met and has three policies to be recommended for first reading.
2. Facilities and Finance Committee – scheduled to meet Tuesday, November 10th.
3. 2009/2010 Board Committees – Since a new Board member has been appointed, the Board reviewed their standing committees. The Budget Defeat Committee was eliminated. Mr. Tucker was named a member of the Facilities Committee and an alternate on the Policy Committee. Mr. Tucker was also named the “Adopt a School Board Representative” for School # 6.

X. PUBLIC PARTICIPATION (Time Limited)

A motion was made by Mr. DiMeglio, seconded by Mr. Capaldi, to open the meeting to public participation at 7:23 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

Mr. Robert Nevitt – President WTEA

Mr. Nevitt requested that copies of the Addendum to the agenda be made available to the public prior to the meeting.

Mr. Gordon Sunkett – Resident

Mr. Sunkett commented on the wonderful experience he had while seeking a position on Township council. He encouraged Board Members to go out into the community and knock on doors to get to know the feelings within the community. He commented that the "business as usual politics" will not continue, and recognized the need to celebrate diversity within the community. To that end, he would like to schedule a 2 day event in June, after the close of school, at School # 4 to celebrate diversity.

The United Men of Winslow would like to work with the 8th Grade by holding a Spelling Bee in December. A local dry cleaning establishment has reached out and offered to clean coats and jackets, providing clean outerwear. Ms. Pitts will provide additional information to the Board.

XI. ADJOURNMENT OF PUBLIC PARTICIPATION

A motion was made by Ms. Yanez, seconded by Ms. Pitts, to adjourn public participation at 7:30 p.m.

Voice Vote: All in favor

XII. SUPERINTENDENT'S REPORT

A motion was made by Ms. Mitchell, seconded by Mr. Tucker, Sr. to approve Action Items # 1 Through # 14 as recommended by the Superintendent.

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

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1. | <u>First Reading of Policies & Regulations</u> | None at this time. |
| 2. | <u>Second Reading of Policies & Regulations</u> | None at this time. |
| 3. | <u>Fire Drill Report</u> | None at this time. |
| 4. | <u>Field Trips</u>
Approve Field Trips, as per the attached exhibit. | Exhibit XII A: 4 |
| 5. | <u>Professional Development/Workshops & Conferences</u>
Approve Professional Development/Workshops & Conferences, as listed in the attached exhibit. | Exhibit XII A: 5 |

6. Tuition Student

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

Student	Placement	Grade/Class	Effective	Cost
920265	Brookfield Elementary	08/MD	10/15/09	\$51,580

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
920915	Archway – Washington Twp.	07	10/21/09	DOE	Transferred

8. Homebound Instruction

None at this time.

9. Fundraiser(s)/School Activities

Exhibit XII A: 9

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

School No. 1

- o Holiday Shoppe – H.S.A. (December 7 – 11, 2009)

WTHS

- o Friendly's Night – NHS (November 20, 2009)
- o Fuddrucker's Night – Baseball (March 11, 2010)

10. Homeless Student(s)

Approve the following Winslow Township students to attend school in the district listed below due to their homeless status:

Student	School/Grade	Effective	School District
A.B.	#5	09/01/09	Washington Township
Q.B.	WTHS	09/01/09	Washington Township

Note: Washington Township will forward a tuition contract for educational services while these students are enrolled.

11. School No. 1 – Family Fall Fest

Approve the School No. 1 H.S.A to sponsor a "Family Fall Fest" on Tuesday, November 17, 2009 from 5:00 p.m. – 7:00 p.m.

12. School No. 1 – Annual Winter Concert

Approve the School No. 1 Annual Winter Concert for Thursday, December 17, 2009 at 6:30 p.m.

Note: An afternoon performance will also be held at 2:00 p.m.

13. WTMS Jeans Day (2009/2010)

Exhibit XII A: 13

Approve the WTMS staff “Jeans Day” schedule as per the attached exhibit.

14. WTMS – NJHS Winter Gala

Approve the WTMS National Junior Honor Society (NJHS) to have a Winter Gala on Friday, February 12, 2010 in the Middle School Cafeteria.

B. Principal’s Update(s)

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

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

C. Curriculum Update(s)

Exhibit XII C

Roll Call:

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

Motion Carried

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

A motion was made by Mr. Capaldi, seconded by Mr. DiMeglio, to approve Action Items # 1 through # 13 as recommended by the Business Administrator amending Item # 7 and correcting Item # 10.

A. Reports

- | | |
|---------------------------------------------------|---------------------------|
| 1. Facilities/Maintenance Update – Mr. Bob Austin | None at this time. |
| 2. Transportation Update – Mr. John Gaskill | None at this time. |
| 3. Sodexo Food Services Update – Mr. Howard Ellis | None at this time. |

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

- | | |
|-------------------------------|---------------------------|
| 1. <u>Line Item Transfers</u> | None at this time. |
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- | | |
|---------------------|--------------------------|
| 2. <u>Bill List</u> | Exhibit XIII B: 2 |
|---------------------|--------------------------|

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

- | | |
|--------------------|----------------|
| o Vendor Bill List | \$1,585,378.25 |
|--------------------|----------------|

- | | |
|-------------------|---------------------------|
| 3. <u>Payroll</u> | None at this time. |
|-------------------|---------------------------|

- | | |
|-----------------------------------------|---------------------------|
| 4. <u>Board Secretary Certification</u> | None at this time. |
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- | | |
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| 5. <u>Treasurer's Report</u> | None at this time. |
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- | | |
|------------------------------------|---------------------------|
| 6. <u>Board Secretary's Report</u> | None at this time. |
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- | | |
|------------------------------------|--------------------------|
| 7. <u>Use of Facilities Report</u> | Exhibit XIII B: 7 |
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Approve the Use of Facilities Report as per the attached exhibit.

As amended – Activities scheduled for November 26th and 27th are removed as school is not in session on those dates.

- | | |
|---------------------------------------------------|--------------------------|
| 8. <u>Disposal of School Property - Textbooks</u> | Exhibit XIII B: 8 |
|---------------------------------------------------|--------------------------|

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Description
Winslow School # 1	OT/PT	Computer Monitor IBM 55-RX 568 Not Working
		Computer Tower Dell D 3 LL Q Not Working
		Keyboard Dell SK - 8000
Winslow School # 4	Kitchen	Milk Cooler 000911042603162 Broken

9. Supplemental Educational Services Provider (SES)

Approve the following as an SES provider for the Winslow Township School District

- o Ed-Vista Learning Center

10. Interlocal Services Agreement – The County of Camden and Winslow Board of Education **Exhibit XIII B: 10**

Approve the Interlocal Services Agreement between the County of Camden and The Winslow Township Board of Education for Non-Public School Nursing services for the following schools:

- o Littlest Angels School, P.O. Box 269, Sicklerville, NJ 08081
- o South Jersey Christian Academy, 406 Church Road, Sicklerville, NJ 08081

* Page three of the contract under Compensation reads, "The County shall be compensated in the amount of \$76.43 (being 100% of the allocation of \$77.20 per school year)...Should be corrected to read "The County shall be compensated in the amount of \$76.43 (being 99% of the allocation of \$77.20 per school year).

11. Professional Development – Workshops on NJASK Preparation **Exhibit XIII B: 11**

Approve the attached Workshop Proposal, Preparing Our Students for (NJASK) Success, Schools # 5 and # 6, Grades 3, 4, and 5.

Note: The workshops will be funded through No Child Left Behind 2009-2010 funds.

12. WTHS - Center for Family Services **Exhibit XIII B: 12**

Approve the agreement between the Winslow Township High School and Center for Family Services to provide a weekly parenting education and support program, Mother's Touch for 16 weeks/4hours week at a rate of \$55/hour.

Note: The program will be funded through the School Based Youth Program.

13. New Vendor - Marie Mark, M.A. CCC-SLP **Exhibit XIII B: 13**

Approve Marie Mark, M.A. CCC-SLP as an Augmentative Communication Consultant (which includes Assistive Technology Testing and Training) at a rate of \$95/hour and travel time at a rate of \$20/hour.

Roll Call:

Mr. Benjamin, Sr.	absent	Mr. Tucker, Sr.	yes
Mr. Capaldi	yes	Ms. Tutt	yes
Mr. DiMeglio	yes	Ms. Yanez	yes
Ms. Mitchell	yes	Ms. Pitts	yes
	abstain # 13	Mr. Tomasello	yes

Motion Carried

XIV. INFORMATIONAL ITEMS

XV. OLD BUSINESS

XVI. NEW BUSINESS (Discussion Items)

Ms. Yanez requested the number of high school students that have signed up to date to go on the class trip. Mr. Jackson, principal of the Winslow Township High School responded that 73 students have signed up.

XVII. EXECUTIVE SESSION

Executive Session Resolution A motion was made by Ms. Tutt, seconded by Ms. Pitts, approval is granted for adoption of the Executive Session Resolution and adjournment to Executive Session at 7:40 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.

PRESIDENT

**Assistant Business Administrator/
Board Secretary**

Voice Vote: All in favor

XVIII. ADJOURNMENT OF EXECUTIVE SESSION: 9:30 p.m.

Voice Vote: All in favor

XIX. PERSONNEL

A motion was made by Ms. Yanez, seconded by Ms. Pitts, to approve Items # 1 and # 2 on the recommended Addendum items.

ADDENDUM

1. First Reading of Policies & Regulations **Exhibit 1**

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

Policy/Regulation	Title
Policy #5200	Attendance (Pupils)
Regulation #5200	Attendance (Pupils)
Policy #5600	Pupil Discipline/Code of Conduct
Regulation #5600	Pupil Discipline/Code of Conduct
Policy #8467	Weapons
Regulation #8467	Weapons

2. Professional Development – Little Hands “Coping Power” **Exhibit 2**

Approve the implementation of the “Coping Power” program to take place in the Middle School and three Elementary Schools during the 2009/2010 school year at a cost of \$7,200.

Note: This program will be presented by Ms. Stacy Haynes of Little Hands Family Services and funded through NCLB Title IV.

Roll Call:

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

Motion Carried

A motion was made by Mr. Capaldi, seconded by Mr. DiMeglio, to approve Items # 1 through # 12 with regard to Personnel holding Item # 4B and noting change to Item # 10A and Items # 3 through # 7 on the recommended Addendum items.

1. Leaves of Absence

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

	Name	School	Position	From	To	
A	Dougherty, Jacqueline (revision)	No. 2	Grade 2 Teacher	10/21/09-11/18/09 11/19/09-11/20/09	10/19/09-11/16/09 11/17/09-12/11/09	P P
B	Jacobs, Kay (revision)	No. 3	Art Teacher	9/1/09-10/31/09	9/1/09-11/30/09	P
C	Leach, Charles (revision)	District	HVAC Mechanic	10/6/09-10/23/09	10/6/09-11/4/09	P
D	Rudley, Susan	Maintenance	Secretary	12/21/09	1/15/2010	P
E	Stinson, Brenda	HS	Math Teacher	10/19/09	11/9/09	P
F	Wood, Carol	No. 2	Special Ed Teacher	10/26/09 10/29/09	10/28/09 10/30/09	P U

2. Resignations

None at this time.

3. Retirements

None at this time.

4. New Hires

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

	Start Date	Name	Position	Sch	Prorated Salary
A	11/9/09	Martin, Christopher	Youth Development Specialist (New Jersey School Based Program)	HS	\$42,400
B	11/9/09 HELD	Tucker, Chanda	Support - Clerical Services (New Jersey School Based Program)	HS	\$18,775

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

Exhibit XIX: 5

5. Substitutes

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

	Certified		Non-Certified
A	Cruz, Jaclyn		
B	Nichols, Justin		

- b. Approve Source4Teachers Certified Substitutes for the 2009/2010 school year as listed in the attached exhibit.

6. Volunteers

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

	Name	Activity	School
A	Easlick, Connie	Book Club	HS
B	Greene, Shawn	H.S.A./Field Trips/Stage Crew	No.2/HS

7. Co-Curricular Club/Activity Advisors

- a. Approve the Rescission of the following Club/Activity Advisors at the Middle School for the 2009/2010 school year:

	Activity Advisor	Activity	Stipend	Step
A	Bosch, Deborah	Yearbook Advisor	\$1,952	3
B	Hatch, Sandra	Peer Mediation Advisor	\$1,306	1

- b. Approve the following Club/Activity Advisors at the Middle School for the 2009/2010 school year:

	Activity Advisor	Activity	Stipend	Step
A	Bosch, Deborah	Yearbook Co-Advisor	\$976 (split)	3
B	Hatch, Sandra	Yearbook Co-Advisor	\$976 (split)	3
C	Hatch, Sandra	Peer Mediation Co-Advisor	\$653 (split)	1
D	McCarthy, Stefanie	Peer Mediation Co-Advisor	\$653 (split)	1

8. WinSoar

- a. Approve the following WinSoar Middle School Alternative Education Program Staff for the 2009/2010 school year:

	Name	Position	Location	Hourly Rate
A	Whiteman, Robyn	Mathematics Teacher	HS	\$36.88

B	Sykes, Hannah	Science Teacher	HS	\$36.88
C	Johnson, David	History Teacher	HS	\$36.88
D	Huntoon, Tracy	Language Arts Teacher	HS	\$36.88
E	Eppolite, Michael	Special Ed Teacher	HS	\$36.88
F	DiDonato, Karin	Substitute Teacher	HS	\$36.88
G	Rossi, Ronald	Substitute Teacher	HS	\$36.88

- b. Approve the following additional WinSoar High School Alternative Education Program Staff for the 2009/2010 school year:

	Name	Position	Location	Hourly Rate
A	Pullaro, Beth	Special Ed Teacher	HS	\$36.88
B	Walker, Kenneth	Substitute Teacher	HS	\$36.88

9. Head Teacher

Approve the following Head Teacher for the 2009/2010 school year:

	Head Teacher	School
A	Rosado, Roselyn	No. 2

10. Voluntary Transfers

Approve the following Voluntary Transfers for the 2009/2010 school year:

	From			To		
	Name	Position	Sch	Position	Sch	Effective
A	May, Lisa	Special Ed Teacher (RC)	MS	Special Ed Teacher	No. 5	1/1/2010
B	Rainer, Tameka	Teacher Assistant	No. 3	Teacher Assistant	MS	11/9/09

Note: Lisa May – transfer is involuntary

11. Rescission of Non-Renewals

Approve the Rescission of the following Non-Renewals for the 2009/2010 school year:

	Name
A	Kaplan, Catherine
B	Adams, Keisha

12. Appointment of Staff Members

Approve the Appointment of the following Staff Members for the 2009/2010 school year as follows:

	Name	Sch	Position	Prorated Salary	Guide-Step
A	Kaplan, Catherine	No. 2	Teacher Assistant	\$23,300	TA – Step 9
B	Adams, Keisha	No. 3	Teacher Assistant	\$21,800	TA – Step 7

ADDENDUM

3. 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	Bombara, Linda (revision)	Gar	Bus Driver	10/5/09-10/30/09	10/5/09-11/4/09	P
B	Tomlin, Jessica	No. 3	1 st Grade Teacher	1/4/2010 3/1/2010	2/26/2010 5/28/2010	P U
C	Cataldi, Jaclyn	No. 3	PreK Teacher	10/22/09	10/30/09	P
D	Jones, Vera	No. 4	2 nd Grade Teacher	10/27/09	11/30/09	P
E	Cosden, Michael (revision)	HS	Custodian	8/20/09-10/29/09	8/20/09- 1/30/2010	P

4. Retirement

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

	Name	Location	Position	Effective
A	Swerdlow, Judith	No. 4	Speech and Language Specialist	7/1/2010

5. New Hires

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

Start Date	Name	Position	Sch	Prorated Salary	Step/Guide
11/12/09	Egan, Sara B. (replacing Branch, S.)	School Counselor	No. 3	\$54,261	Doc – Step 2
1/4/2010	Foran, Stephanie (replacing Nafziger, Rachel)	ESL Teacher	No. 5 & No. 6	\$51,661	MA – Step 4

6. Volunteer

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

	Name	Activity	School
A	Adams, Bethany	Robotics and Engineering Club	HS
B	Safko, Gregory	Robotics and Engineering Club	HS

7. Voluntary Transfer

Approve the following Voluntary Transfer for the 2009/2010 school year:

	FROM			TO		
	Name	School	Position	School	Position	Effective
A	Harris, Luz	No. 1 & No. 3	Spanish Teacher	No. 1	Kindergarten Teacher	1/4/2010
B	Hancock, Debra	MS	Mathematics Teacher	MS	Mathematics Coach	TBD

Roll Call:

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

Motion Carried

- XX. ADJOURNMENT** A motion was made by Mr. DiMeglio, seconded by Mr. Capaldi, to adjourn the meeting at 9:35 p.m.

Voice Vote: All in favor

Tyra D. McCoy-Boyle
Assistant Business Administrator/
Board Secretary