

**TRENTON BOARD OF EDUCATION**  
**108 North Clinton Avenue**  
**Trenton, New Jersey 08609**  
**BOARD CONFERENCE MEETING**  
**Monday – February 14, 2011 – 6:30 P.M.**  
**MINUTES**

**Completed February 15, 2011**  
**Convened at 6:33 P.M.**

**Call to Order**

Ms. Nicola Tatum, President, called the meeting to order at 6:33 p.m. In the absence of a quorum, the meeting was adjourned to 6:43 p.m.

**Pledge of Allegiance**

Ms. Nicola Tatum, President, led the salute to the flag.

**Roll Call**

**Present:**

T. Missy Balmir  
L. Diane Campbell  
Toby Sanders – arrived 6:45 p.m.  
Donald O. Shelton  
Algernon Ward  
Nicola Tatum

**Excused Absent:**

Elizabeth Johnson  
Harry Luna  
Marcellus Smith

**Acting Superintendent of Schools** – Raymond Broach - Present

**New Jersey Sunshine Law** - Read by Jayne Howard, Business Administrator/Board Secretary

The New Jersey Public Meetings Law was enacted to ensure the right to the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted on.

On the rules of this act, the Trenton Board of Education has caused notice of this meeting by publicizing the date, time and place, therefore posted in the Central Services Building, 108 North Clinton Avenue, City Clerk's Office, City Hall and the Times. Anyone whose name is on the mailing list should receive a notice.

Formal action will take place at this meeting.

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**Adoption Of Agenda**

President Tatum advised that a request was made to revise the order of the agenda, moving Superintendent’s Remarks and Board Member Comments directly after Public Participation. There were no objections to this change, which was incorporated into the adoption of the agenda.

Motion by Mr. Ward and seconded by Ms. Balmir to adopt the agenda.  
Agenda was adopted by all Board Members present.

| <b><u>ROLL CALL</u></b> | <b>YES</b>           | <b>NO</b> | <b>ABSTAIN</b> |
|-------------------------|----------------------|-----------|----------------|
| T. Missy Balmir         | X                    |           |                |
| L. Diane Campbell       | X                    |           |                |
| Elizabeth Johnson       | absent               |           |                |
| Harry Luna              | absent               |           |                |
| Toby Sanders            | not present for vote |           |                |
| Donald O. Shelton       | X                    |           |                |
| Marcellus Smith         | absent               |           |                |
| Algernon Ward           | X                    |           |                |
| Nicola Tatum            | X                    |           |                |

**SPOTLIGHT ON THE SCHOOLS**

Superintendent Broach asked for a warm welcome for Principal Brenda Torrence and students from TCHS-West. Principal Torrence spoke about initiatives and successes at the West campus, including the Bridge to Employment partnership with Johnson & Johnson and Janssen Pharmaceuticals, the McCarter Ink playwriting partnership with McCarter Theatre, the dual enrollment program with The College of New Jersey, a partnership with the Red Cross for two blood drives a year, and a partnership with New Jersey Law and Education Empowerment Project (NJ LEEP) and the mock trial club. TCHS-West students Brianna Thompson and Khadijah Thompson spoke about clubs they are involved in with public speaking and Junior Achievement. Ms. Torrence invited Board Members to attend the HSPA rally at the West Campus on Friday, February 25 at 1:00 p.m.

**PUBLIC PARTICIPATION**

Mr. Waldemar Ronquillo, parent, had concerns about the school lunch program and the student registration process.

**SUPERINTENDENT’S REMARKS**

Superintendent Broach spoke about changes and improvements to the student registration process, in response to Mr. Ronquillo’s concerns. He also advised that Administration will investigate his concerns regarding the school lunches. Mr. Broach thanked Ms. Torrence for sharing the successes at TCHS-West with the Board, and he observed that similar

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progress is being made at other schools in the District. He stated that there is still work to be done and improvements to be made.

Mr. Broach spoke briefly about the presentations to be made this evening regarding student achievement and restructuring some of the schools. He stated the presentations would be a dialogue with Administration, the Board and the public.

**BOARD MEMBER COMMENTS**

Mr. Ward said he is pleased to hear about the many partnerships between the District and the higher education and business communities, but he remains concerned about the plan to address bi-lingual education. He felt that more needs to be done to move the District forward, and he asked for an updated bi-lingual plan.

Dr. Campbell spoke about her recent attendance at the Federal Relations Network Conference in Washington DC. She stated that Board Members across the country are concerned about Adequate Yearly Progress (AYP) and the way schools are labeled as failing due to the formula used to compute this.

Ms. Tatum discussed the work of the Enrollment Committee, including recent changes to the central registration process to improve service. She also encouraged parents to complete the application for free and reduced lunches if they qualify, so that their children do not receive a substitute lunch. Ms. Tatum hoped that the partnerships and opportunities available to students at TCHS-West would also be offered to students at the Main Campus and at Daylight/Twilight.

Mr. Shelton expressed concern about State funding for the District in the 2011-2012 school year. He felt this would impact staffing and the District's ability to implement some of the planned improvements for the upcoming year. He also felt that deep cuts will be made in the area of Federal funding.

**PRESENTATIONS TO THE BOARD**

Ms. Lena Fulton of Atlantic Associates Insurance Agency and Ms. Deborah Wright of NJSBA Insurance Group presented the Safety Grant Award to the District in the amount of \$147,788.46. The award was made possible through the work of the District's Safety Committee.

Ms. Kathleen Smallwood-Johnson, Executive Director for Human Resources, Negotiations and Legal Affairs, presented on the Restructuring Plan/Turning Around Chronically Low Performing Schools (handout attached). Further information will be provided at the February 28, 2011 Regular Board Meeting. Two schools will be the focus of restructuring – Columbus and Kilmer. However, two additional schools – PJ Hill and Gregory – are available for the School Improvement Grant turnaround school plan. Board Member questions and comments were related to considering all variables that go into the success

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of a school, and using a framework of proven successful strategies for staff to move schools forward.

Dr. Heather Jackson, Executive Director for Curriculum, Instruction and Assessment, gave a report on Curriculum and Student Progress (handout attached). Board Members had comments and questions in the areas of:

- Grouping students in Math
- Addressing the needs of Bi-lingual students
- Quality of teaching and its effect on students
- Valid methods for determining AYP and reasons for schools not reaching it
- The need for consistency in teaching methods and professional development
- Using differentiated instruction to meet the needs of all students
- The importance of parental involvement and partnership with the schools
- Making a brief summary of the presentation available to parents on the District website
- Using Dr. Salter's existing Curriculum Guides as a starting point to updating the current guides
- Identifying the factors and causes for not meeting AYP
- Timely receipt of committee meeting minutes
- Measuring effectiveness of professional development for teachers
- Testing reading abilities by grade level and addressing the needs of students
- Sequence of teaching Algebra courses
- Meeting the needs of students whose parents may not be involved in their education
- Providing the Board with regular status reports on the Looking Forward goals
- Implementing clear and concise policies regarding requirements for student advancement to the next grade level

**BOARD DISCUSSION AND ACTION ON FEBRUARY 14 RECOMMENDATIONS**

**Meeting Minutes:**

January 24, 2011 Regular Board and Executive Session

**Superintendent's Recommendations:**

Curriculum, Instruction, Assessment & Special Ed/Student Services (1)  
Finance & Facilities (3)

**Board Committee Reports:**

Finance Committee, 1/5/11

There were no comments or questions on the Consent Agenda.

Motion by Dr. Campbell and seconded by Mr. Ward to approve the February 14, 2011 Superintendent's Recommendations. With six (6) yes votes and one (1) abstentions, the February 14, 2011 Superintendent's Recommendations were **approved**.

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| <u><b>ROLL CALL</b></u> | <b>YES</b> | <b>NO</b> | <b>ABSTAIN</b>  |
|-------------------------|------------|-----------|-----------------|
| T. Missy Balmir         | X          |           |                 |
| L. Diane Campbell       | X          |           |                 |
| Elizabeth Johnson       | absent     |           |                 |
| Harry Luna              | absent     |           |                 |
| Toby Sanders            | X          |           |                 |
| Donald O. Shelton       | X          |           |                 |
| Marcellus Smith         | absent     |           |                 |
| Algernon Ward           | X          |           | Finance Item 3B |
| Nicola Tatum            | X          |           |                 |

**SUPERINTENDENT’S RECOMMENDATIONS FOR FEBRUARY 14, 2011:**

**1. CURRICULUM, INSTRUCTION & ASSESSMENT/SPECIAL ED & STUDENT SERVICES**

**CURRICULUM, INSTRUCTION & ASSESSMENT - SCHOOLS:**

a. **Student Study Trips**

BE IT RESOLVED: “that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following field trips.

| <b>Agenda</b>                          | <b>Applicant</b>         | <b>School</b> | <b>Destination</b>                 | <b>Purpose</b>                       | <b>Type</b><br>Edu./Inct | <b>No. of</b><br>Students | <b>Date</b> | <b>Funds</b> | <b>Cost</b>                            | <b>GAAP</b><br><b>Code</b>                       |
|--|--------------------------|---------------|------------------------------------|--------------------------------------|--------------------------|---------------------------|-------------|--------------|--|--|
| Orig. app'd<br>1/24/11 -<br>correction | Regina<br>Landgraf       | Grant         | AMC 24 at<br>Hamilton<br>(revised) | Importance of achieving<br>goals     | Edu/Inct                 | 70                        | 2/28/2011   | Board        | \$200                                  | 15-000-<br>270-512-<br>0000-00-<br>20            |
| Feb.                                   | Doug<br>Deneo            | Day/Twi       | St. Luke Theater                   | Play honoring Black<br>History Month | Edu/Inct                 | 16                        | 2/20/2011   |              | \$0                                    | No cost<br>to the<br>Board                       |
| Feb.                                   | John<br>Casalino         | Robbins       | ARC                                | Live music performance               | Edu/Inct                 | 22                        | 2/23/2011   |              | \$0                                    | No cost<br>to the<br>Board                       |
| Orig. app'd<br>12/20/10<br>correction  | Lysette<br>Toro-<br>Mays | Wilson        | Ice Land                           | Physical science<br>principles       | Edu/Inct                 | 47                        | 2/8/2011    | Board        | \$478<br>Revised                       | 20-246-<br>200-800-<br>0000-11-<br>82<br>Revised |
| Orig. app'd<br>1/24/11 -<br>correction | Jennifer<br>Tandy        | PJ Hill       | Camden<br>Aquarium                 | Learning about plants<br>and animals | Edu/Inct                 | 85                        | 2/9/2011    | Board        | \$888 +<br>\$590<br>for bus<br>Revised | 15-000-<br>270-512-<br>0000-00-<br>32            |

b. **Proposal for ‘The Human Race...Let’s Celebrate’ Programs at TCHS-Main**

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the Proposal for **‘The Human Race...Let’s Celebrate’ Programs at TCHS-Main** for the month of February 2011 at a cost not to exceed **\$3,359.00**. Activities designed to celebrate the various cultures representative of the staff and student

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body include assemblies on consecutive Fridays and a trip to the National Great Blacks in Wax Museum in Baltimore, MD. Consultants for assemblies include Dijan Tie, Carolyn Watson-Johnson, Devastation Dance Crew and Reggie Murray.

BE IT FURTHER RESOLVED: that the Trenton Board of Education, upon the direction of the Superintendent of Schools, directs administration to obtain a purchase order and have it provided to the vendor/consultant prior to receiving any goods or services from said vendor/consultant.

(Account Codes: 15-000-240-610-0050-00-05, 15-000-270-512-0050-00-05 and 15-190-100-890-0050-00-05)

c. **Proposal for National Junior Tennis & Learning Afterschool Program at Wilson School**

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the Proposal for **National Junior Tennis & Learning Afterschool Program at Wilson School** to provide 10 students in Grade 5 with tennis instruction and additional time to be exposed to Math and Language Arts literacy concepts and skills, for the period February 15, 2011 through June 2, 2011 at a cost not to exceed **\$5,000.00**.

(Account Code: 15-190-100-320-0000-00-31)

**SPECIAL ED & STUDENT SERVICES:**

d. **Resolution to Approve School Social Worker/Child Study Team Intern at PJ Hill School**

BE IT RESOLVED: that the Trenton Board of Education, upon the recommendation of the Superintendent of Schools, approves the Resolution for **School Social Worker/Child Study Team Intern at PJ Hill School** for the period February 24, 2011 through June 2011 at **no cost to the Board**. Ms. Yameeka Pittman, a student at Rutgers University, will complete 100 hours of supervised internship in the area of school social work.

3. **FINANCE & FACILITIES**

a. **Appropriation Transfers – December 2010**

WHEREAS, N.J.S.A. 18A requires that the Board of Education approve appropriation transfers; and;

WHEREAS, the Superintendent has authorized the budget adjusted to reflect the appropriation transfers;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education, does ratify the transfers approved by the Superintendent of Schools. (**Attachment 3-A**)

b. **A-148 Secretary's Report – December 2010**

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WHEREAS, pursuant to N.J.S.A. 18A-17-9, the Secretary of the Board of Education shall report to the Board at each regular meeting but no more than once each month, the amount of total appropriations and the cash receipts of each account, and the amount for which warrants have been drawn against each account and the amount of orders and contractual obligations been drawn against each account and the amount of orders and contractual obligations incurred and chargeable against each account since the date of the last report; and WHEREAS, the Commissioner has prescribed that such reporting take place on Form A-148; WHEREAS, in compliance with N.J.A.C. 6A:23-2.11©3, the secretary has certified that, as of the date of the report(s) no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting;

BE IT FURTHER RESOLVED, in compliance with N.J.A.C 6A:23-2.11©4, the Board of Education certifies that, after review of the secretary's monthly financial reports for December 2010, and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (**Attachment 3-B**)

c. **A-149 Treasurer's Report – December 2010**

WHEREAS, pursuant to N.J.S.A. 18A-17-31 et seq. boards of education are required to have the appointed position of Treasurer of School Monies; and

WHEREAS, the Treasurer shall serve in trust to receive and hold all school monies belonging to the district; and

WHEREAS, the Treasurer shall report to the Board of Education on a monthly basis on the Form A-149, which is prescribed by the Commissioner of Education;

NOW, THEREFORE BE IT RESOLVED, that the Trenton Board of Education , for the period ending December 30, 2010, upon the recommendation of the Superintendent of Schools, adopt the A-149 and cause it to become a part of the official minutes of this meeting.

(**Attachment 3-C**)

d. **Staff Travel**

BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent of Schools, ratified staff attendance/participation in the following professional conferences, workshops, seminars or trainings with the requirements, that staff turn-key as required by administration those issues addressed at the approved professional development events which have relevance to improving instruction and/or operation of the school district.

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| Applicant         | Position   | School       | Purpose                              | Location          | Date         | Funds | Cost | GAAP Code            |
|-------------------|------------|--------------|--------------------------------------|-------------------|--------------|-------|------|----------------------|
| Mark Hoppe        | Supervisor | CSB          | Visit Atlantic City Secondary School | Atlantic City, NJ | 2/17/2011    |       | \$0  | No cost to the Board |
| Jacqueline Denton | Nurse      | Early Child. | ACLS Advance Cardiac Life Support    | Trenton, NJ       | 2/16-17/2011 |       | \$0  | No cost to the Board |
| Bernadette Trapp  | Principal  | Monument     | Improving Instruction                | Edison, NJ        | 2/17/2011    |       | \$0  | No cost to the Board |
| Antoinette Molnar | Teacher    | TCHS-Main    | NJDOE HS Curriculum Development      | Trenton, NJ       | 2/18/2011    |       | \$0  | No cost to the Board |

e. **Resolution to Accept the 2010 Safety Grant Program Award**

BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the Resolution to **Accept the 2010 Safety Grant Program Award** in the amount of **\$147,788.46**, for the period July 1, 2010 through June 30, 2011, awarded through the *New Jersey School Boards Association Insurance Group*.

**ADJOURN TO EXECUTIVE SESSION**

Motion by Dr. Campbell and seconded by Mr. Shelton to adjourn the meeting into Executive Session. **All** were in favor **0** opposed **0** abstentions.

Ms. Tatum read the Executive Session Resolution:

**WHEREAS**, The Board of Education must discuss subjects concerning personnel matters, negotiations, and legal matters;

**WHEREAS**, The aforesaid subjects are not appropriate subjects to be discussed in public meeting; and,

**WHEREAS**, The aforesaid subjects to be discussed are within the exemptions which are permitted to be discussed and acted upon in closed executive session pursuant to P.L. 1975, Chapter 231, it is therefore

**RESOLVED**, That the aforesaid subjects shall be discussed in closed executive session by this Board and administrative staff at the conclusion of the public segment of this meeting, and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

**ADJOURN** 8:54 p.m.

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Respectfully submitted

*Jayne S. Howard*

Jayne S. Howard  
Business Administrator/Board Secretary