

**WINSLOW TOWNSHIP BOARD OF EDUCATION**

**Regular Board of Education Meeting**

**Wednesday, March 16, 2011**

***Winslow Township Middle School***

**Agenda**

**7:00 p.m.**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **05/05/10**. It was advertised in the Courier Post, Philadelphia Inquirer and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Duble Center and Winslow Township Post Offices.

**II. MISSION STATEMENT**

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

**III. ROLL CALL**

Mark Benjamin, Sr.  
Dino Capaldi  
Christopher McGinnis  
Eartha Mitchell  
Julie A. Peterson  
Aleta Sturdivant  
Angelia M. Tutt

Cheryl Pitts, Vice President  
Deborah Yanez, President  
H. Major Poteat, Ed.D., Superintendent  
Ann F. Garcia, Ed.D., Bus. Admin./Bd. Secretary  
Damon Tyner, Parker McCay, P.C., Solicitor  
Leah Feniola, Student Representative  
Thuyvan Luu, Student Representative

**IV. PLEDGE OF ALLEGIANCE**

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

1. ***At all Times:*** Maintain confidentiality; Follow the chain of command; Maintain an open-mind; Listen and speak with respect for others.
2. ***Before a Meeting:*** Be prepared for board meetings by reading packets prior to board meetings; Refuse to become involved (collectively, as individuals, or in our communities) in micro-management; Get the answers to questions and concerns prior to the board meeting.
3. ***During a Meeting:*** Listen and speak with respect for others at all times; Vote with conviction; Align our actions as closely as possible to stated goals and objectives; Create an open, problem-solving management climate in which differences and problems are met head-on and clarified rather than swept under the rug or smoothed over; Promote mutual involvement and interdependency rather than selfish competition or subversive rivalry.
4. ***After a Meeting:*** Develop trust; Uphold all decisions made by the Board; Periodically follow-up on district, board and CSA goals; Understand and respect the separate roles and responsibilities of the board and the administration to confine activities within the boundaries of those roles.

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

**VI. CORRESPONDENCE**

**None at this time.**

**VII. AWARDS/PRESENTATIONS**

1. School No. 1 – Gifted & Talented Students (Science Presentation)
2. Mr. Al Bazzel – NJ Music Educator Distinguished Service Award

**VIII. MINUTES**

Regular Meeting

Wednesday, March 2, 2011

Open/Closed Sessions

Special Meeting

Wednesday, February 23, 2011

Open Session

<b>On a motion made by _____, seconded by _____, approval of Minutes is granted.</b> <b>Exceptions:</b> _____ <i>Roll Call:</i>	
_____ Mr. Benjamin, Sr. _____ Mr. Capaldi _____ Mr. McGinnis _____ Ms. Mitchell _____ Ms. Peterson	_____ Ms. Sturdivant _____ Ms. Tutt _____ Ms. Pitts _____ Ms. Yanez

**IX. BOARD COMMITTEE REPORTS**

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

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

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

<b>On a motion made by _____, seconded by _____, approval of Public Comments is granted.</b> <b>Exceptions:</b> _____ <i>Voice Vote:</i>
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**XI. ADJOURNMENT OF PUBLIC COMMENTS**

<b>On a motion made by _____, seconded by _____, approval to adjourn Public Comments is granted.</b> <b>Exceptions:</b> _____ <i>Voice Vote:</i>
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**XII. SUPERINTENDENT’S REPORT**

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

1. First Reading of Policies & Regulations **None at this time.**

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

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

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

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

Approve Field Trips for the 2010-2011 school year as per the attached exhibit.

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

Approve Professional Development opportunities for the 2010-2011 school year as per the attached exhibit.

6. Tuition Students

Approve the following out-of-district student placements, for the 2010-2011 school year, as listed below:

	<b>Placement</b>	<b>Effective</b>	<b>Cost</b>	<b>Responsible for Cost</b>
A	Berlin Occupational Center	02/28/11	\$35.00 per diem	Winslow Township
B	YALE School – Medford	01/26/11	\$45,613	Winslow Township

7. Terminate Out-of-District Placements

Approve the termination of the following out-of-district student placement for the 2010-2011 school year:

	<b>Placement</b>	<b>Effective</b>	<b>Cost</b>	<b>Reason</b>
A	Pineland Learning Ctr.	02/22/11	\$46,916	Non-attendance (Pleasantville was responsible for tuition costs)

8. Homeless Student(s)

- a. Approve the following students to attend school in the Winslow Township School District, on a tuition basis, due to homeless status:

	<b>School/Grade</b>	<b>Effective</b>	<b>Previous School District</b>
A	WTHS/Grade 10	02/28/11	Loch Raven HS, Baltimore, MD
B	WTHS/Grade 9	03/07/11	Cherry Hill School District, NJ
C	School No. 4/ Grade 1	03/07/11	Cherry Hill School District, NJ

- b. Approve the following Winslow Township student to attend school in the District listed below, on a tuition basis, due to their homeless status:

	<b>School/Grade</b>	<b>Effective</b>	<b>School District</b>
A	School No. 4/Grade 2	02/02/11	Gloucester Township, NJ

9. Homebound Instruction

**Exhibit XII A: 9**

Approve Homebound Instruction for students for the 2010-2011 school year, as per the attached exhibit.

10. Fundraiser(s)

**Exhibit XII A: 10**

Approve the following fundraisers/school activities for the 2010-2011 school year as listed below and as per the attached exhibits:

School No. 5

- Cherrydale – H.S.A.
- Spring Fling Dinner & Dancing – H.S.A.

School No. 6

- Breast Cancer Awareness Pink Ribbons – 4<sup>th</sup> Grade Class

WTMS

- Sahara Sam's Night (March 26) – 7<sup>th</sup> Grade Class

WTHS

- Entertainment Coupon Books – Boys/Girls Lacrosse
- Ribbons for Children's Specialized Hospital – Key Club

11. WTMS Semi-Formal 8<sup>th</sup> Grade Dance

Approve the WTMS 8<sup>th</sup> Grade Semi-Formal Dance for Friday, June 3, 2011 from 7:00 p.m. – 10:30 p.m. at Brigalia's Ballroom in Sicklerville, NJ at a cost of \$45 per ticket.

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

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

**Exhibit XII B: 1**  
**Exhibit XII B: 2**  
**Exhibit XII B: 3**  
**Exhibit XII B: 4**

**C. Curriculum Update(s)**

**None at this time.**

On a motion made by _____, seconded by _____, approval of Superintendent's Report is granted.	
Exceptions: _____	
Roll Call:	
_____ Mr. Benjamin, Sr.	_____ Ms. Sturdivant
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. McGinnis	_____ Ms. Pitts
_____ Ms. Mitchell	_____ Ms. Yanez
_____ Ms. Peterson	

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

**A. Reports**

- 1. Transportation Update
- 2. Sodexo Food Services Update
- 3. Aramark Update

**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
- 2. Treasurer's Report
- 3. Board Secretary's Report
- 4. Board Secretary's Certification
- 5. Boards' Certification
- 6. Bill List

**None at this time.**  
**None at this time.**  
**None at this time.**  
**None at this time.**  
**None at this time.**  
**Exhibit XIII B: 6**

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

- o Vendor Bill List                      \$3,241,450.89

- 7. Payroll **None at this time.**
- 8. Use of Facilities Report **None at this time.**
- 9. New Jersey School Boards Association

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>
Cheryl Pitts	NJSBA Board Camp-Track II	4/2/2011	\$150 (Service Credit Applied)
Deborah Yanez	NJSBA Board Camp-Track III	4/2/2011	\$150 (Service Credit Applied)
Ann F. Garcia, Ed.D.	NJ Assoc. of School Business Officials Annual Conference	6/2/2011	\$100
Tyra McCoy-Boyle	" "	6/1-3/2011	\$325

10. Disposal of School Property

**Exhibit XIII B: 10**

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Tag #	Description
School # 1	ESL Room A	200162	1 Computer Monitor does not work
		200002	1 Computer hard drive does not work
High School	Technology		3 VCR Players – obsolete
			1 Scanner – do not need
			4 Compaq keyboards – no longer using
			4 USB Floppy Drive Kit -no longer using

11. New Vendor for Psychiatric Exams

Approve Dr. Alex Strauss, M.D. of Centra, P.C. Marlton, NJ to provide psychiatric exams for students as needed. Child Study Team Evaluations at a cost of \$450.00/each and Zero Tolerance Evaluations at a cost \$350.00/each which includes a typed report and recommendations.

12. Winslow Child Development Academy

Approve the following activities for the Winslow Child Development Academy:

- a. The Academy students to participate in the Girl Scout Troop # 30677 visit for Arts and crafts and story time in March 2011.
- b. The Academy students to participate in a dental healthcare visit provided by Melinda Gravely, Dental Hygienist in March 2011.
- c. The Academy students to participate in “Grandparents Read to Me” – the student’s actual grandparents will be the readers. Taking place in April 2011.

13. Winslow Child Development Before/After Program School # 4

Approve the students in the School # 4 Before/After School Program to participate in a dental health program provided by Camden County College Dental Assisting Students during March/April 2011.

14. Radiation Safety Officer

Approve Mr. Jack Mills, M.Ed., R.S.B.A., Director of Winslow Child Development & Other Projects in the Business Office as the Radiation Safety Officer for the Winslow Township Board of Education for the remainder of the 2010/2011 school year.

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval of Business Administrator/  
 Board Secretary's Report is granted.  
 Exceptions: \_\_\_\_\_  
 Roll Call:  
 \_\_\_\_\_ Mr. Benjamin, Sr. \_\_\_\_\_ Ms. Sturdivant  
 \_\_\_\_\_ Mr. Capaldi \_\_\_\_\_ Ms. Tutt  
 \_\_\_\_\_ Mr. McGinnis \_\_\_\_\_ Ms. Pitts  
 \_\_\_\_\_ Ms. Mitchell \_\_\_\_\_ Ms. Yanez  
 \_\_\_\_\_ Ms. Peterson

**XIV. PERSONNEL**

1. Leave of Absence

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

	Name	Sch	Position	From	To	
<b>A</b>	Fitzpatrick, Shannon	No. 3	1 <sup>st</sup> Grade Teacher	5/9/2011 6/14/2011	6/13/2011 6/30/2011	P U

2. Resignation

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

	Name	Position	School	Effective
<b>A</b>	Campbell, Tonia	5 <sup>th</sup> Grade Teacher	No. 5	3/4/2011

3. Retirement

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

	Name	Position	School	Effective
<b>A</b>	LoCicero, Patricia	Reading Coach	No. 4	7/1/2011

4. Interim Appointments

Approve the following Interim Appointments for the 2010/2011 school year:

	Name	Position	School	Salary	Effective
<b>A</b>	Williams, Robert E.	Interim Principal (leave replacement)	No. 6	\$400.00 per day	3/8/2011
<b>B</b>	Hart, Mae Alice	Interim Assistant Principal (leave replacement)	No. 5	\$350.00 per day	3/7/2011



5. Change in Assignment

Approve the following Change in Assignment for the 2010/2011 school year:

			FROM		TO	
	Name	Sch	Position	Date	Position	Date
A	Hegel, Kelsey (LOA-replacing J. Cavallaro)	No. 6	Special Ed Teacher	11/29/2010-4/12/2011	Special Ed Teacher	11/29/2010-6/30/2011

6. Volunteers

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

	Volunteer	Activity	Location
A	Nicholls, Justin	Boys Tennis Coach	HS
B	Pino, John	Boys Track and Field Coach	HS
C	Covington, John	Golf Coach	HS

7. Tutors

Approve the following Tutor (School No. 6) for Title I Assessment of Skills and Knowledge (NJASK) Writing Clinic for the 2010/2011 school year (Title I Grant funded):

	Name	Position	School	Hourly Rate	Dates
A	Kaiser, Barry	Teacher	No. 6	\$36.88	4/4/2011-4/20/2011

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval of Personnel Items is granted.

*Roll Call:*

**Exceptions:**

\_\_\_\_\_ Mr. Benjamin, Sr.

\_\_\_\_\_ Mr. Capaldi

\_\_\_\_\_ Mr. McGinnis

\_\_\_\_\_ Ms. Mitchell

\_\_\_\_\_ Ms. Peterson

\_\_\_\_\_ Ms. Sturdivant

\_\_\_\_\_ Ms. Tutt

\_\_\_\_\_ Ms. Pitts

\_\_\_\_\_ Ms. Yanez

**XV. INFORMATIONAL ITEMS**

**XVI. OLD BUSINESS**

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

**XVIII. EXECUTIVE SESSION**

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

- Student Hearings
- Personnel Matters
- Legal Matters

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

On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.	
Exceptions: _____	
Roll Call:	
_____ Mr. Benjamin, Sr.	_____ Ms. Sturdivant
_____ Mr. Capaldi	_____ Ms. Tutt
_____ Mr. McGinnis	_____ Ms. Pitts
_____ Ms. Mitchell	_____ Ms. Yanez
_____ Ms. Peterson	

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

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

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

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