

WINSLOW TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Wednesday, April 6, 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
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

None at this time.

VIII. MINUTES

Regular Meeting

Wednesday, March 16, 2011

Open/Closed Sessions

Public Hearing on Budget

Wednesday, March 23, 2011

Open/Closed Sessions

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

<p>On a motion made by _____, seconded by _____, approval of Public Comments is granted. Exceptions: _____ <i>Voice Vote:</i></p>

XI. ADJOURNMENT OF PUBLIC COMMENTS

<p>On a motion made by _____, seconded by _____, approval to adjourn Public Comments is granted. Exceptions: _____ <i>Voice Vote:</i></p>

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 **None at this time.**

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 **Exhibit XII A: 6**

Approve the out-of-district student placements, for the 2010-2011 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 for the 2010-2011 school year:

	Student	Placement	Effective	Cost	Reason
A	#0186	Mary Dobbins School	03/24/11	\$60,685.80	Return to WTHS
B	#0200	Archway School	03/23/11	\$39,170.85 (State Paid)	Transferred Out of District
C	#0120	Archway School	03/29/11	\$39,170.85	Homebound Instruction (Court Ordered)

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

Approve a student, as per the attached exhibit, to attend school in the Winslow Township School District, on a tuition basis, due to homeless status.

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. 6

- Ice Cream Social (May 20, 2011) – H.S.A.

WTMS

- Autism Awareness Jeans Day (April 1, 2011) – Renaissance
- The Puzzle Piece Promotion (April 2011) – Renaissance
- T-shirts & Towels (April 11 – May 2) – H.S.A.
- Sarah Sam's Night (Change in Date to May 7) – 7th Grade Class
- 7th Grade Spring Fling (May 20, 2011) – 7th Grade Class

WTHS

- 3 on 3 Basketball Tournament (April 16 – Saturday) – Student Government/Senior Class
- Graduation Flower Sale (June 20, 2011) – H.S.A.
- Car Wash (June 4, 2011) – Sophomore Class

11. WTHS Course of Studies (2011-2012)

a. Approve the addition of the following courses to the WTHS Course of Studies:

- Course #4505 – Business Today
- Course #4517 – Consumer Education
- Course #4074 – Computer Programming for Robotics – Honors

b. Approve the removal of the following course from the WTHS Course of Studies:

- Course #3230 – Ecology of African Natural History

c. Rescind the approval of the following courses from the WTHS Course of Studies:

- Course #446000 – Business Education
- Course #451500 – Consumer Education

12. Use of District Buses – The Institute for Excellence Charter School

Approve the Institute for Excellence Charter School request to use Winslow Township School District buses for a field trip, at a rate of \$50 per hour/per bus, on the following date:

- Tuesday, March 29, 2011 2 buses 9:00 a.m. – 2:00 p.m.
Franklin Institute, Philadelphia, PA

13. Parental Resource Fair

Approve the Special Education Department to sponsor a Resource Fair for parents of special needs students on Thursday, April 14, 2011 from 6:00 p.m. to 8:00 p.m. in the Middle School Professional Development Center, at no cost to the District.

Note: The purpose of this fair is to provide parents with information to help them plan for their child's future. Eight community agencies will make brief presentations and then have a question/answer session.

14. Educational Services Unit – Learning Disabilities Teacher Consultant Services

Approve the Educational Services Unit of Burlington County, 795 Woodlane Road, Westampton, NJ 08060, to provide LDTC services, on an as needed basis, at a cost of \$325.00 per evaluation.

15. School No. 1 – McDonald's Night

Approve School No. 1 H.S.A. to sponsor McDonald's Night on Wednesday, April 6, 2011 from 5:00 p.m. to 7:00 p.m. at the Sicklerville/Cross Keys Road location.

16. School No. 2 – "Moving Up" Ceremony

Approve the School No. 2 "Moving Up" Ceremony for 3rd grade students for Wednesday, June 15, 2011.

17. School No. 4 – H.S.A. Family Night

Approve the School No. 4 H.S.A. to sponsor a Family Night on Friday, May 13, 2011 at 7:00 p.m.

18. School No. 4 – One for Books Program

Approve School No. 4 to participate in the Scholastic Book Fair "One for Books" program from April 11 through April 15 (during the Scholastic Book Fair). In the program \$1 (or coins) is donated by parents, staff or students and donors have a book slip displayed in the school. All proceeds go directly to purchasing more books for School No. 4.

19. School No. 4 – Philadelphia Boys Choir Auditions

Approve School No. 4 to host the Philadelphia Boys Choir auditions on Friday, May 27, 2011, for second grade boys. Auditions will be held with Mrs. Stanfa, School No. 4 Music Teacher and Mr. Jeffrey Smith, Music Director for the Philadelphia Boys Choir.

20. School No. 5 - Marathon

Approve School No. 5 to hold their annual Marathon on Tuesday, May 24, 2011 coordinated by the physical education staff. The Marathon consists of grade-level distance running and students must have a permission slip to participate.

21. School No. 5 – Field Day

Approve School No. 5 to hold their annual Field Days on June 9th and June 10th, 2011 (weather permitting).

22. WTMS – Guest Speaker

Exhibit XII A: 22

Approve Ms. B. Schultz, WTMS Language Arts Teacher, to invite a guest speaker, Ms. Norrinda Brown-Hayat, on Friday, April 15, 2011 during her 5th period class.

23. Douglass Outreach Consultants

Approve the renewal of the contract with Douglass Outreach, 151 Ryders Lane, New Brunswick, NJ 08901, as consultants for school-based and home-based applied behavior analysis from September 2010 through June 2011 for six hours per day one day a week at \$150 per hour (plus mileage). The total cost of this contract will be paid through the I.D.E.I A. Grant.

24. Gloucester County Special Services Contract

Approve a contract with the Gloucester County Special Services, for one-to-one services for a student, from September 7, 2010 through October 20, 2010 at a cost of \$34,650 (prorated).

Note: The student receiving these services transferred out of district on October 21, 2010.

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.

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
_____ Ms. Mitchell	_____ Ms. Pitts
_____ Ms. Peterson	_____ Ms. Yanez

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A. Reports

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

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

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

Approve the Line Item Transfers, for the month of February 2011, as per the attached exhibit.
2. Treasurer's Report **Exhibit XIII B: 2**

Approve the Treasurer's Report, for the month of February 2011, as per the attached exhibit.
3. Board Secretary's Report **Exhibit XIII B: 3**

Approve the Board Secretary's Reports, for the month of February 2011, as per the attached exhibit.
4. Board Secretary's Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of February 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.

5. **Boards' Certification**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies that as of February 2011 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. **Bill List** **Exhibit XIII B: 6**

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

- o Vendor Bill List \$2,652,214.47

7. **Payroll**

Approve the Payroll, for the month of March 2011, as listed below:

- o March 15, 2011 \$2,212,429.28
- o March 30, 2011 \$2,345,128.99

8. **Use of Facilities Report** **Exhibit XIII B: 8**

Approve the Use of Facilities Report for the following organization:

Organization	Building
Academics First	WTHS

9. **Disposal of School Property** **Exhibit XIII B: 9**

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Tag #	Description
Middle School	Social Studies		2 Printers – can be sold online

10. **Epic Environmental - Monitoring**

Approve Epic Environmental to monitor friable asbestos plaster and pipe Insulation O & M removal from the High School Library at a cost of \$1,490.00

11. **Shade Environmental - Removal**

Approve Shade Environmental to remove and dispose of approximately 16 SF of asbestos ceiling and 3 LF of asbestos pipe insulation above ceiling at a cost of

\$4,400.00.

12. Passenger Buses Bid

Approve to advertise bids for three (3) 54 Passenger Buses and three (3) 24 Passenger Buses to replace buses being retired by the State of New Jersey in 2011.

13. Bus and Vehicle Repair Bid

Approve to advertise bids for bus and vehicle repair.

14. Pineland Learning Center, Inc.- Free/Reduced Meals

Approve the resolution for Pineland Learning Center with regard to free/reduced meals as follows:

WHEREAS Pineland Learning Center, Inc. is an approved private school for students with disabilities and

WHEREAS the students from the Winslow Township School District attending Pineland Learning Center, Inc. are all classified handicapped students and have an IEP which includes a free breakfast and lunch

NOW THEREFORE BE IT RESOLVED THAT In accordance with NJAC 6A:23-4.5iii, the Winslow Township School District Board of Education does not require Pineland Learning Center, Inc. to charge the Winslow Township School District students for a reduced and/or paid meal.

15. 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>
Deborah Yanez	NJSBA May Board of Directors	May 13, 2011	No cost

Meeting to receive award as a
NJSBA Master Board Member

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
_____ Ms. Mitchell	_____ Ms. Pitts
_____ Ms. Peterson	_____ Ms. Yanez

XIV. 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	Clark, Jena	HS	Business Teacher	4/13/2011	4/21/2011	P
B	Iannaco, Carol (extension)	No. 2	Food Service Worker	2/8/2011-3/17/2011	2/8/2011-4/1/2011	P
C	Verlander, Jacqueline (revision)	No. 3	PreK Teacher	2/3/2011-4/29/2011	2/3/2011-3/23/2011	P
D	Ripp, Roberta	No. 5	4 th Grade Teacher	6/16/2011 9/1/2011 10/17/2011	6/30/2011 10/14/2011 12/9/2011	P P U
E	Miller, Patricia	No. 2	1 st Grade Teacher	3/23/2011	4/8/2011	P
F	Upshaw, Maurice	HS	Social Worker	4/13/2011	6/30/2011	P

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
A	Cox, Patricia	Mathematics Coach	No. 5	3/17/2011

3. Retirements

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

	Name	Position	School	Effective
A	Moore, Lois	Family & Consumer Science Teacher	HS	7/1/2011

- b. Approve the following Revision of a Retirement date for the 2010/2011 school year:

	Name	Position	FROM Effective Date	TO Effective Date
A	Graham, Nancy	Learning Disabilities Teacher – Consultant	7/1/2011	6/1/2011

4. Instrumental Band and Orchestra Program

Approve the following two (2) days for the Band and Orchestra, After School Program Staff:

	Instructor	After School Program	School	Hourly Rate	Days & Time
A	Jan, Nancy	Orchestra	No. 6	\$36.88	May 25, 2011 & June 1, 2011 from 3:00 p.m. to 4:15 p.m.
B	Terry-Stroud, Eva	Pianist	No. 6	\$36.88	May 25, 2011 & June 1, 2011 from 3:00 p.m. to 4:15 p.m.

Note: Hourly Rate may be amended pending new WTEA negotiated Agreement

5. Post School Outcome Study

Approve Ms. Diane Hawkins, District Social Worker, to receive the balance of \$1,212.80 for completion of the Post School Outcome Study for the New Jersey Department of Education, Special Education Program.

6. Homebound Instructors

Approve the following Homebound Instructors for the 2010/2011 school year:

	Instructor	Subject	School	Hourly	Effective
A	DiDonato, Karin	Art Teacher	HS	\$36.88	3/7/2011
B	Adams, Constance	Language Arts Teacher	MS	\$36.88	3/7/2011
C	Quigley, Tracy	Art Teacher	HS	\$36.88	3/7/2011

Note: Hourly Rate may be amended pending new WTEA negotiated Agreement

7. LDT-Consultant Services

Approve the following LDT-C, Linda Cathie, to provide Learning Disabilities Teacher Consultant Services to evaluate students at a cost of \$325.00 per evaluation.

8. Volunteer

Approve the following Volunteer for the 2010/2011 school year.

	Volunteer	Activity	Location
A	Fladger, Jelisa	Softball Coach	HS

9. Substitute

Approve the following Certified Substitute for the 2010/2011 school year:

	Certified Substitute
A	Cox, Cheryl

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

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: _____