

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Wednesday, June 1, 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 **05/19/2011**. 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, Edgewood Acres, Elm Town 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
Patricia Davis
Lorraine Dredden
Gulab Gidwani
Joanne Masciocchi
Cheryl Pitts

Aleta Sturdivant, Vice President
Julie A. Peterson, President

H. Major Poteat, Ed.D., Superintendent
Ann F. Garcia, Ed.D., Bus. Admin./Bd. Secretary
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

Exhibit VI

1. Special Education Monitoring – Correction of Noncompliance
2. Chesilhurst Representation on Board of Education

VII. AWARDS/PRESENTATIONS

None at this time.

VIII. MINUTES

Reorganization Meeting	Wednesday, May 11, 2011	Open/Closed Sessions
Regular Meeting	Wednesday, May 18, 2011	Open/Closed Sessions

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

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.

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

XI. ADJOURNMENT OF PUBLIC COMMENTS

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

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**
 - a. Approve Professional Development opportunities for the 2010-2011 school year as per the attached exhibit.
 - b. Approve the Professional Development opportunity as listed below:

Title(s): Guided Reading & Literature Circles; Assessments that Drive Instruction; Guided Reading, Book Clubs, Teaching Skills and Strategy Mini Lessons; Critical Analysis; and an Administrators Role
Date(s): June 2011 – October 2011
Location: TBD
Time: TBD
Audience: District Teachers
Presenter: Mr. Steven Hempel – Rowan University
Costs: \$6,300 (7 Workshops)
Funding: Title I
Purpose: These workshops will assist teachers to integrate guided instructions, assessments and independent reading in the classroom instruction. Teachers will gain practical, small group strategies to strengthen small and large group instruction.

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

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	0214	Bankbridge School	05/16/11	\$36,420.00	Transferred
B	0121	Archway School	05/18/11	\$32,794.20	Dropped for Non-attendance
C	0215	BCSS	05/20/11	\$38,000.00	Transferred
D	0213	Archbishop Damiano	05/24/11	\$43,109.00	Medical

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

Approve the listing of homeless students as per the attached exhibit.

9. Homebound Instruction **Exhibit XII A: 9**

Approve the Homebound Instruction 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 exhibit:

School No. 5

- Boardwalk Night (06/10/11) – H.S.A.

11. School No. 1 – 3rd Grade Awards Assembly

Approve the School No. 1 Grade Three Awards assembly for Wednesday, June 15, 2011 at 2:00 p.m. at School No. 1.

12. School No. 5 – 6th Grade Awards Assembly

Approve the School No. 5 Grade Six Awards assembly for Wednesday, June 15, 2011 at 9:15 a.m. at School No. 5.

Note: In addition, the day's activities will include treats from Monster Cone Truck, outdoor game activities and yearbook signings all sponsored by the H.S.A.

13. WTMS – 8th Grade Picnic (Change in Date)

Approve the change in date for the 8th Grade WTMS Picnic and Yearbook signing to Monday, June 20, 2011.

Note: The picnic was previously approved for June 16, 2011.

14. Title I HSPA Summer Program (2011)

Approve the operation of the Title I HSPA Summer Program at Winslow Township High School for students in Grade 11 from Monday, July 11, 2011 through Thursday, August 11, 2011.

B. Principal's Update(s)

- | | |
|---------------------------------|---------------------------|
| 1. Monthly School Highlights | None at this time. |
| 2. Ethnic Enrollment Report | None at this time. |
| 3. Suspension Report | None at this time. |
| 4. Violence & Vandalism Reports | None at this time. |

On a motion made by _____, seconded by _____, approval of Superintendent's Report is granted.

Exceptions: _____

Roll Call:

- | | |
|-------------------------|----------------------|
| _____ Mr. Benjamin, Sr. | _____ Mr. Gidwani |
| _____ Mr. Capaldi | _____ Ms. Masciocchi |
| _____ Ms. Davis | _____ Ms. Pitts |
| _____ Ms. Dredden | _____ Ms. Sturdivant |
| | _____ Ms. Peterson |

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A. Reports

- | | |
|--------------------------------|---------------------------|
| 1. Transportation Update | Exhibit XIII A: 1 |
| 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. <u>Line Item Transfers</u> | Exhibit XIII B: 1 |
| Approve the Line Item Transfers, for the month of April 2011, as per the attached exhibit. | |
| 2. <u>Treasurer's Report</u> | Exhibit XIII B: 2 |
| Approve the Treasurer's Report, for the month of April 2011, as per the attached exhibit. | |
| 3. <u>Board Secretary's Report</u> | Exhibit XIII B: 3 |
| Approve the Board Secretary's Reports, for the month of April 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 April 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 April 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 \$ 2,219,785.51

7. Payroll

Approve the payroll, for the month of May 2011, as listed below:

- o May 13, 2011 \$ 2,208,681.40
- o May 27, 2011 \$ 2,228,569.83

8. Use of Facilities

Approve the Winslow Township Education Association (PRIDE/FAST Committee) to use School # 5 Cafeteria on Tuesday, June 7, 2011 at 6:30 p.m.

9. Disposal of School Property

Exhibit XIII B: 9

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Tag #	Description
School # 6			1 – HP Printer 405 - Broken
School # 6	Library Media		300 various books 1961 – 1993 outdated and/or damaged

10. New Jersey School Boards Association – Professional Development 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>
Patricia Davis	Governance 1: New Board Member Orientation Conference	October 24, 2011	No cost
Lorraine Dredden	" "	October 24, 2011	No cost
Gulab Gidwani	" "	June 4, 2011	No cost
Joanne Masciocchi	" "	October 24, 2011	No cost

11. Direct Certification Workshop – Free and Reduced Meals

Approve Gail Smith, Bookkeeper, to attend the Direct Certification Workshop for Families who automatically qualify for Free and Reduced Meals in the District on June 23, 2011 from 10:00 am – 1:00 p.m. at Gloucester County College, Sewell. There is no cost.

12. Parental Transportation Contract

Approve the Parent Transportation Contract for Ms. Beck to transport her special needs child to and from an out of district placement at a rate of \$75.00/day as follows:

- a. July 1, 2010 – August 31, 2010
- b. July 1, 2011 – August 31, 2011
- c. September 1, 2011 – June 30, 2012

13. Request for Proposal

Accept the Request for Proposal from Reading ASSIST Institute to provide the following Training and Intervention:

a. Training

Training in RAPS Multisensory Structured Language Program for up to 30 participants
Training in Reading ASSIST Early Childhood Intervention for up to 30 participants

RAPS Training for up to 30 participants	\$10,250.00
60 coaching sessions 5 sessions/day @ \$750/each	9,000.00
Round Table coaching sessions @ \$500/each	1,000.00
Early Childhood Intervention training for up to 30 part.	3,500.00
4 coaching sessions for after school program	1,500.00

Total fees for training and coaching: \$25,250.00

b. Intervention

RAPS Summer Intervention Program.

Pre and Post testing of identified students (approx 80)	\$ 5,000.00
Tutoring – 6 tutors 3 days/week for 7 weeks	31,800.00
Testing Support for Progress Monitoring	2,500.00
On-site supervisor	8,500.00

Total fees for tutoring, oversight, and data collection \$47,800.00

NOTE: The Training and Intervention Services will be funded with Title 1 Funds.

14. 2010-2011 IDEA Basic Grant and Preschool

Exhibit XIII B: 14

Approve Amendment # 3 to budget the fiscal year 2010 carryover into the 2011 IDEA Basic and Pre School Award per the attached exhibit.

15. Resolution for OFAC Case – Regional Day School

Whereas, on May 18, 2011 the Winslow Township Board of Education were presented the findings on the OFAC Case #SAAU-15-11 in relation to the Regional Day School.

Whereas, the Board of Education can accept or dispute the findings. Be It Resolved, that the Winslow Township Board of Education will be appealing all the findings as presented in the OFAC Case #SAAU-15-11.

16. Burlington County Special Services District for 2011-2012

Exhibit XIII B: 16

Approve the Professional Services Agreement for 2011-2012 between Burlington County Special Services School District and the Winslow Township School District Board of Education per the attached exhibit.

On a motion made by _____, seconded by _____, approval of Business Administrator/
Board Secretary's Report is granted.

Exceptions: _____

Roll Call:

_____ Mr. Benjamin, Sr.

_____ Mr. Capaldi

_____ Ms. Davis

_____ Ms. Dredde

_____ Mr. Gidwani

_____ Ms. Masciocchi

_____ Ms. Pitts

_____ Ms. Sturdivant

_____ Ms. Peterson

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	Mignone, Patricia (extension)	No. 5	5 th Grade Teacher	4/28/2011-5/20/2011	4/28/2011-6/3/2011	P
B	May, Lisa (extension)	No. 5	Special Ed Teacher	4/29/2011-5/4/2011 5/5/2011-5/25/2011	4/29/2011-5/4/2011 5/5/2011-6/30/2011	P U
C	Bates, Crystal	MS	Lang. Arts Teacher	5/17/2011	6/30/2011	P

2. Retirements

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

	Name	Position	School	Effective
A	Chisholm, Maria	1 st Grade Teacher	No. 3	7/1/2011
B	Kapij-Kupczyn, Daria	Special Ed Teacher	No. 4	7/1/2011
C	Baldermann, Donna	1 st Grade Teacher	No. 4	7/1/2011
D	Kass, Frederick	Language Arts Teacher	MS	8/1/2011

3. 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	Dugan, Jennifer	3 rd Grade Teacher	No. 4	7/1/2011

4. Substitutes

Approve the following Certified/Non-Certified Substitutes for the 2011/2012 school year.

	Certified		Non-Certified
A	Laslie, Maryann	C	Letterman, Angelus
B	Karl, Diane	D	Sabota, Sara

5. 2011 Special Education Extended School-Year Program

Approve the following for the 2011 Special Education Extended School-Year Program. The ESY Camp will run from July 11, 2011 through August 12, 2011 at School No. 3: (20-251-100-100-000-00)

	Name	Position	Program Hours	Hourly Rate
A	Coley, Patricia	Teacher	8:30 am to 1:00 pm	\$36.88
B	McNair, Chevelle	Occupational Therapist	9:00 am to 12:30 pm	Regular hourly rate

6. Mission One

Approve the following Rescission of Appointment for a Mission One Paraprofessional (for informational purposes only) for the 2010/2011 school year:

	Name	Position	School
A	Prince, Janice	Paraprofessional (PPA)	No. 6

7. Extended School Year Program Tutors

- a. Approve the following Extended School Year Program Tutor funded through the Title I Grant from July 11, 2011 to August 11, 2011 at \$36.88 per hour to be held at School No. 4: (20-233-100-100-040-10)

	Tutor
A	Pires, Allyson

- b. Approve the following Extended School Year Program High School Language Arts Literacy Tutors funded through the Title I Grant from July 11, 2011 to August 11, 2011 at \$36.88 per hour: (20-233-100-100-040-10)

	Tutors
A	Young, Nancy
B	Basantis, Lily
C	Lee, Laura
D	Baylinson, Adrienne

On a motion made by _____, seconded by _____, approval of Personnel Items is granted.
Exceptions: _____
Roll Call:

_____ Mr. Benjamin, Sr.	_____ Mr. Gidwani
_____ Mr. Capaldi	_____ Ms. Masciocchi
_____ Ms. Davis	_____ Ms. Pitts
_____ Ms. Dredden	_____ Ms. Sturdivant
	_____ Ms. Peterson

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: _____	
<i>Roll Call:</i>	
_____ Mr. Benjamin, Sr.	_____ Mr. Gidwani
_____ Mr. Capaldi	_____ Ms. Masciocchi
_____ Ms. Davis	_____ Ms. Pitts
_____ Ms. Dredden	_____ Ms. Sturdivant
	_____ Ms. Peterson

XIX. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

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

XX. ADJOURNMENT Time: _____

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