

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Wednesday, November 9, 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 **07/07/2011**. It was also 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
Tyra McCoy-Boyle, Assistant Business Administrator
Howard Long, Jr. Esq., Solicitor

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. Report of 2010-2011 Violence & Vandalism

VIII. MINUTES

| | | |
|-----------------|-----------------------------|----------------------|
| Regular Meeting | Wednesday, October 12, 2011 | Open/Closed Sessions |
| Regular Meeting | Wednesday, October 26, 2011 | Open/Closed Sessions |

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|--|----------------------|
| 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. Dredde | _____ 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.

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

XI. ADJOURNMENT OF PUBLIC COMMENTS

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| 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 Board Policies & Regulations **None at this time.**
2. Second Reading of Board 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 2011-2012 school year, as per the attached exhibit.

5. Professional Development/Workshops & Conferences **Exhibit XII A: 5**
 - a. Approve Professional Development opportunities for the 2011-2012 school year as per the attached exhibit.
 - b. Approve the Professional Development opportunity as listed below:

Title: Writing with Spice
Date(s): January 2012 – April 2012
Location: Schools No. 1 – No. 6
Time: Imbedded 9:00 a.m. – 2:30 p.m.
Audience: Teachers
Presenter: Mr. Mike Devono – EIRC
Costs: \$11,849.00 (12 visits)
Funding: NCLB
Purpose: Presenter will coach, model and mentor teachers on implementing Language Arts Literacy strategies to improve student performance.

6. Tuition Students **Exhibit XII A: 6**

Approve the placement of Tuition Students, for the 2011-2012 school year, as listed in the attached exhibit.
7. Terminate Out-of-District Placements **Exhibit XII A: 7**

Approve to terminate the Out-of-District placements, for the 2011-2012 school year, as listed in the attached exhibit.

8. Homeless Student(s) **Exhibit XII A: 8**
- Approve the listing of Homeless students, for the 2011-2012 school year, as per the attached exhibit.
9. Homebound Instruction **Exhibit XII A: 9**
- Approve the listing of students to receive homebound instruction, for the 2011-2012 school year, as per the attached exhibit.
10. Fundraiser(s) **Exhibit XII A: 10**
- Approve the following fundraisers/school activities for the 2011-2012 school year as listed below and as per the attached exhibits:
- School No. 2
- McDonald's Night (11/21/11) – H.S.A.
 - Anti-Bullying Assembly & Yoyo Sale (01/24/12) – H.S.A.
- School No. 4
- Dine Out with School No. 4 (03/14/12) – H.S.A.
 - Spring Fling (03/23/12) – H.S.A.
 - Jump Zone Family Fun Night (01/23-24/12) – H.S.A.
 - Field Day T-Shirts – H.S.A.
 - H.S.A. Facebook Page - H.S.A.
 - Ronald McDonald House Pull Tab Program – H.S.A.
- School No. 5
- McDonald's Night (11/14/11) – H.S.A.
- WTMS
- Candy Bar Bingo Night (Date: TBD) - H.S.A.
11. School No. 2 – Fall Reading Incentive Program **Exhibit XII A: 11**
- Approve School No. 2 to begin a Fall Reading Incentive Program to encourage students to read.
12. School No. 2 – Winter/Spring Concerts
- a. Approve the School No. 2 Winter Concert for Thursday, December 15, 2011 at 6:30 p.m.
 - b. Approve the School No. 2 Spring Concert for Thursday, April 26, 2011 at 6:30 p.m.

13. WTMS – TD Bank WOW! Zone Visit

Approve a representative from the TD Bank WOW! Zone program to visit with Ms. Kiett's NJHS students on Tuesday, November 22, 2011.

Note: The representative will be discussing savings and finances with students.

14. WTMS – NJHS Gala

Approve the WTMS NJHS students to have a Gala on Friday, November 18, 2011 from 6:30 p.m. to 9:30 p.m. in the WTMS Cafeteria.

15. WTMS – Parent Support Night

Approve the WTMS to have a Parent Support Night on Tuesday, November 15, 2011 at 6:00 p.m. to provide parents with information about the Curriculum, Parent Portal and Homework Hero.

16. WTMS – National Geographic Bee

Approve the WTMS Social Studies Department to host its annual National Geographic Bee on December 13, 2011 at 2:30 p.m. in the WTMS Media Center.

Note: The winner will take a qualifying test to compete in the State Bee.

17. WTHS – JROTC Food Drive

Exhibit XII A: 17

Approve the WTHS JROTC students to conduct a Thanksgiving Holiday non-perishable food drive from November 14 through November 21, 2011 to support local families.

18. WTHS Rachel's Challenge Winter Clothing Drive

Exhibit XII A: 18

Approve students at WTHS, as part of the Rachel's Challenge Club, to collect winter clothes for donation to homeless shelters in Camden County.

19. WTHS – Leo Club "Holiday Angel Project"

Exhibit XII A: 19

Approve students in the WTHS Leo Club to participate in the "Holiday Angel Project" to collect supplies for patients at the Ancora Hospital.

20. 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 field trips, at a rate of \$50 per hour/per bus, as listed below:

- Monday, November 28, 2011 2 buses 9:00 a.m. – 3:15 p.m.
Franklin Institute, Philadelphia, PA
- Tuesday, December 13, 2011 2 buses 9:30 a.m. – 12:30 p.m.
TD Bank Performing Arts Center, Sewell, NJ
- Thursday, June 14, 2012 2 buses 8:45 a.m. – 3:15 p.m.
Academy of Natural Sciences, Philadelphia, PA

21. WTMS – Skating Party

Approve the WTMS H.S.A. to sponsor a Skating Party for WTMS students on Friday, November 25, 2011 at 7:00 p.m. at the Deptford Skating Rink in Deptford, NJ.

22. WTMS – Holiday Shoppe

Approve the WTMS H.S.A. to sponsor a Holiday Shoppe from December 12 through December 16, 2011 to give students an opportunity to shop for holiday gifts during lunch periods.

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

Exceptions: _____

Roll Call:

_____ Mr. Benjamin, Sr.
_____ Mr. Capaldi
_____ Ms. Davis
_____ Ms. Dredden

_____ Mr. Gidwani
_____ Ms. Masciocchi
_____ Ms. Pitts
_____ Ms. Sturdivant
_____ Ms. Peterson

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A. Reports

1. Transportation Office

Exhibit XIII A: 1

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 August 2011, as per the attached exhibit.

2. Treasurer's Report

Exhibit XIII B: 2

Approve the Treasurer's Report, for the month of August 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 August 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 August 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 August 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.

- Vendor Bill List \$1,154,980.24
- Manual Bill List \$ 800.00

7. Payroll

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

- October 15, 2011 \$2,049,386.89
- October 28, 2011 \$2,076,090.82

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

Approve the Use of Facilities, as listed in the attached exhibit, for the following organizations:

- Girl Scouts (Troop #30321)
- Girl Scouts (Troop #30397)
- Institute for Excellence Charter School
- Encore Educational Institute (SES Provider)
- Winslow Township Basketball Association
- Rutgers University (Center for Government Services)

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

Approve the Disposal of School Property per the attached exhibit.

| Location | Department | Description |
|---------------|---------------|------------------------------------|
| Middle School | Language Arts | 1 Bookcase – old and falling apart |

10. After School Tutorial Services (RFP)

Approve the Request for Proposal (RFP) for after-school tutorial services in the area of Language Arts/Literacy and Mathematics for the 2011-2012 school year.

11. 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> |
|---------------|--------------------------|--|------------------|-------------------|
| Ratify | Cheryl Pitts | 41 st Annual School Law Forum | October 24, 2011 | \$75.00 |

12. Supplemental Educational Services Providers (SES)

Approve the following organizations as SES providers for the Winslow Township Board of Education for the 2011-2012 school year:

- Arline Institute
- Club Z Tutoring

13. Professional Development

Approve Michael A. Schenk, Jr., Assistant Director of Transportation and Tammy Wall, Transportation Dispatcher, to attend the following professional development:

- Rutgers Continuing Education Program
Location: Winslow Township Middle School
Date: November 21, 2011 – February 6, 2012
Cost: \$795.00 (For Both Staff Members)
Purpose: NJ Transportation Supervisor's Certification Program

**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. Dredden

_____ Mr. Gidwani
_____ Ms. Masciocchi
_____ Ms. Pitts
_____ Ms. Sturdivant
_____ Ms. Peterson

XIV. PERSONNEL

1. Leave of Absence

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

| | Name | Sch | Position | From | To | |
|---|-------------------|-------|-----------|---------------------|---------------------|---|
| A | Douglass, Crystal | No. 5 | Secretary | 9/7/2011-10/31/2011 | 9/7/2011-11/30/2011 | P |

2. Retirement

Approve the following Retirement for the 2011/2012 school year:

| | Name | Position | School | Effective |
|---|-----------------|--------------------|--------|-----------|
| A | Covington, John | Guidance Counselor | HS | 1/1/2012 |

3. Change in Dates

a. Approve the following Change in Start Date for a New Hire for the 2011/2012 school year:

| | | | | FROM | TO |
|---|--------------------|--------------------|--------|------------|------------|
| | Name | Position | School | Start Date | Start Date |
| A | Jefferies, Tyeisha | Reading Specialist | No. 5 | 11/16/2011 | 12/5/2011 |

b. Approve the following Change in Resignation date for the 2011/2012 school year:

| | | | | FROM | TO |
|---|--------------|-----------------|--------|------------------|------------------|
| | Name | Position | School | Resignation Date | Resignation Date |
| A | Fest, Robert | Science Teacher | HS | 10/24/2011 | 10/31/2011 |

4. Rescission of a Sixth Period

Approve the Rescission of the following Sixth Period Class Assignment at the Middle School for the 2011/2012 school year, effective September 6, 2011:

| | Name | Subject | Stipend |
|---|---------------|---------------|---------|
| A | Hooper, Bruce | TV Production | \$7,155 |

5. Mentors

a. Approve the following Change in Mentor Fee for the 2011/2012 school year:

| | | FROM | TO |
|---|------------------|----------------|------------|
| | Mentor | Mentee | Mentor Fee |
| A | Albertson, Donna | Dickol, Ashley | \$550.00 |
| | | | \$303.00 |

b. Approve the following Mentor for the 2011/2012 school year:

| | Mentor | Mentee | School | Mentor Fee |
|---|--------------------|-----------------|--------|------------|
| A | McMahon, Christine | Rodriguez, Leah | No. 3 | \$550.00 |

6. HIB (Harassment, Intimidation & Bullying Safety Team)

Approve the following additional staff members to the School No. 1 HIB Team for the 2011/2012 school year:

| | Name – School No. 1 |
|---|---------------------|
| A | Wilkinson, Roz |
| B | Henderson, Nicole |
| C | Johnson, Michelle |
| D | Oleyn, Kirstie |

7. Volunteers

Approve the following Volunteers for the 2011/2012 school year:

| | Name | Volunteer Activity | Location |
|---|------------------|-----------------------------|----------------------|
| A | Miller, Joseph | Classroom Aide | School No. 2 & No. 6 |
| B | Greene, Patricia | H.S.A., Drama/Theatre/Choir | School No. 5 & HS |

8. Home Instruction Tutors

Approve the following Home Instruction Tutors for the 2011-2012 school year:

| | Name | Subject | Hourly Rate | Effective |
|---|----------------------|------------------------|-------------|-----------|
| A | Warburton, Barbara | Teacher of Handicapped | \$36.88 | 11/9/2011 |
| B | Lee-Edwards, Colette | Teacher of Science | \$36.88 | 11/9/2011 |
| C | Garnier, Christine | Teacher of French | \$36.88 | 11/9/2011 |

9. College Placement

Approve the following College Placement for the 2011/2012 school year:

| | College | Student | Experience | Cooperating Teacher | School | Dates | Subject |
|---|---------------|-------------------|-------------------|---------------------|--------|-------------------|------------|
| A | Camden County | Krafcigs, Katrina | Field Observation | Cronk, Susan | No. 1 | 11/10/11-11/14/11 | Elementary |

10. Co-Curricular Clubs/Advisors

a. Approve the Rescission of the following Co-Curricular Club/Advisor for the 2011/2012 school year:

| | Name | Co-Curricular Club | Stipend | Step |
|---|---------------|--------------------|---------|------|
| A | Lerner, David | AVA Advisor | \$2,551 | 3 |

b. Approve the following Co-Curricular Club/Advisor for the 2011/2012 school year:

| | Name | Co-Curricular Club | Stipend | Step |
|---|---------------|--------------------|---------|------|
| A | Hooper, Bruce | AVA Advisor | \$2,300 | 1 |

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

1. November 16, 2011 BOE Meeting - Cancellation

Approve the cancellation of the November 16, 2011 Regular Board of Education Meeting.

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

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

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: _____

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

XX. ADJOURNMENT Time: _____

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