

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Wednesday, December 18, 2013
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 **04/30/13**. 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

Ewuniki Brown
Gulab Gidwani
Joanne Masciocchi
Julie A. Peterson
Cheryl Pitts
Aleta Sturdivant
Gail P. Watkins

Lorraine Dredden, Vice President
Patricia Davis, President

H. Major Poteat, Ed.D., Superintendent
Tyra McCoy-Boyle, Business Admin./Board Secretary
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. 2013-2014 DISTRICT GOALS

1. Continue to review and assess in a systematic manner, using data, the district curriculum and students' needs to raise student achievement.
2. Create a positive school environment/culture conducive to teaching and learning for all stakeholders.
3. Continue to expand communication to all stakeholders to increase the capacity for greater parent/caregiver and community support.

VII. AWARDS/PRESENTATIONS

1. Board Member Recognition of Service Awards: Ms. J. Masciocchi & Ms. A. Sturdivant
2. Winslow Township High School Chorus Performance
3. Bowman & Company, LLP – Audit Presentation

VIII. CORRESPONDENCE

IX. MINUTES

None at this time.

X. BOARD COMMITTEE REPORTS

XI. PUBLIC COMMENTS (Time Limited)

The Winslow Township Board of Education highly values the input of citizens in making important decisions that affect the children of our community. We also believe in the rights of citizens to observe Board Meetings. To ensure that all of our citizens have the opportunity to attend School Board Meetings and offer comment, and to ensure that the Board can conduct the important business of the District, we ask that speakers follow the guidelines for making public comments.

Notation of Public Comments on Agenda Items – The Board President or Board Secretary will recognize those individuals in the audience who wish to make comment.

Please respect the following procedures:

1. All members of the public attending School Board Meetings must treat each other and the Board with respect.
2. State your full name and address.
3. Please limit your comments to five minutes.
4. 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.
5. Individuals offering citizen comment are not permitted to make personal attacks on any District employee, Board Member, other testifier or member of the public.

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

XII. 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>

XIII. 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 **Exhibit XIII A: 3**
Approve the Security/Fire Drill Report, for the month of November 2013, as listed in the attached exhibit.
4. Field Trips **Exhibit XIII A: 4**
Approve Field Trips for the 2013-2014 school year as listed in the attached exhibit.
5. Professional Development/Workshops & Conferences **Exhibit XIII A: 5**
Approve Professional Development opportunities as presented in the attached exhibit.
6. Tuition Students (2013-2014) **Exhibit XIII A: 6**
Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements **Exhibit XIII A: 7**
Approve the termination of Out-of-District placements as listed in the attached exhibit.
8. Homeless Student(s) **Exhibit XIII A: 8**
Approve the listing of Homeless students as per the attached exhibit.
9. Fundraiser(s) **Exhibit XIII A: 9**
Approve the following fundraisers/school activities for the 2013-2014 school year as listed below and as per the attached exhibit:
School No. 4
 - Chick Project (March 2014) – H.S.A.
 - “Shoparoo” (Entire School Year) – H.S.A.
 - Winterfest Family Fun Night (Jan. 2014) – H.S.A.
 - Dine Out with School No. 4 (02/27/14) – H.S.A.

10. School No. 4 – Queen Nur Assembly Program

Approve School No. 4 H.S.A. to invite Queen Nur for her “No Mystery in Black History,” assembly program in February (Date TBD). The cost of \$625.00 will be paid through the H.S.A.

11. WTMS – Piano Donation

Approve the acceptance of a piano donation to the Winslow Township School District, for use at the Middle School, from Bishop Edward Wilson of Living Word Ministries, Inc.

12. WTHS – Winter Athletic Schedule (2013-2014)

Exhibit XIII A: 12

Approve the WTHS 2013-2014 Winter Athletic Schedule as per the attached exhibit.

13. Cape May County Special Services Sch. District – Itinerant Services Agreement

Approve the Itinerant Services Agreement with Cape May County Special Services for students placed at the school for the 2013-2014 school year.

Note: Services may include therapists, counselors and other professionals needed to provide itinerant services.

B. Principal’s Updates

1. Monthly School Highlights

Exhibit XIII B: 1

2. Suspension Report

Exhibit XIII B: 2

3. Ethnic Enrollment Report

Exhibit XIII B: 3

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

Exceptions: _____

Roll Call:

_____ Ms. Brown

_____ Ms. Pitts

_____ Mr. Gidwani

_____ Ms. Sturdivant

_____ Ms. Masciocchi

_____ Ms. Watkins

_____ Ms. Peterson

_____ Ms. Dredden

_____ Ms. Davis

XIV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A. REPORTS None at this time.

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

1. Line Item Transfers **None at this time.**
2. Board Secretary's Report **None at this time.**
3. Reconciliation Report **None at this time.**
4. Board Secretary's Certification **None at this time.**
5. Boards' Certification **None at this time.**
6. Bill List **Exhibit XIV B: 6**
 - a. Approve the Vendor Bill List in the amount of \$657,162.66 as per the attached exhibit.
 - b. Ratify the Manual Bill List in the amount of \$19,380.78 as per the attached exhibit.
7. Payroll **None at this time.**
8. Acceptance of the 2012-2013 Audit

Recommend the acceptance of the 2012-2013 Comprehensive Annual Financial Report, Auditor's Management Report, and Summary of Audit Report which was presented this evening. There were no findings and recommendations noted in the report.

Note: A summary or synopsis was made available to the public.

9. Professional Development

Approve Tammy Wall, Transportation Dispatcher, and Michael Schneck, Jr., Assistant Director of Transportation, to attend Fleet Management classes at Rutgers Continuing Studies, School Transportation Supervisors on April 1, 2013 – April 15, 2013, from 6:00 p.m. - 8:30 p.m. (5 sessions) at a cost of \$385/each and Routing and Scheduling Classes on April 29, 2013 – May 15, 2013 (6 Sessions) from 6:00 p.m. – 9:00 p.m. at a cost of \$566/each.

10. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
School No. 3	Girl Scout Troop 30483	1-15-14 - * 6-11-14	Wednesday 6:00 – 8:00 p.m.	Room 29	No Fee

* Contingent on receiving an updated insurance certificate.

11. Disposal of School Property and Books

Exhibit XIV B: 11

Approve the Disposal of School Property and Books per the attached exhibit.

Location	Department	Description
Middle School	Media Center	Projector lamps, overhead projectors, books, toner kits and various miscellaneous items - obsolete
Middle School		Couch and bookshelf in teachers lounge – old/poor
High School	Athletics	20 Boys Soccer Away Uniforms – old, ripped, stained

<p>On a motion made by _____, seconded by _____, approval of Business Administrator/ Board Secretary's Report is granted.</p> <p>Exceptions: _____</p> <p><i>Roll Call:</i></p> <table> <tr> <td>_____ Ms. Brown</td> <td>_____ Ms. Pitts</td> </tr> <tr> <td>_____ Mr. Gidwani</td> <td>_____ Ms. Sturdivant</td> </tr> <tr> <td>_____ Ms. Masciocchi</td> <td>_____ Ms. Watkins</td> </tr> <tr> <td>_____ Ms. Peterson</td> <td>_____ Ms. Dredden</td> </tr> <tr> <td></td> <td>_____ Ms. Davis</td> </tr> </table>		_____ Ms. Brown	_____ Ms. Pitts	_____ Mr. Gidwani	_____ Ms. Sturdivant	_____ Ms. Masciocchi	_____ Ms. Watkins	_____ Ms. Peterson	_____ Ms. Dredden		_____ Ms. Davis
_____ Ms. Brown	_____ Ms. Pitts										
_____ Mr. Gidwani	_____ Ms. Sturdivant										
_____ Ms. Masciocchi	_____ Ms. Watkins										
_____ Ms. Peterson	_____ Ms. Dredden										
	_____ Ms. Davis										

XV. PERSONNEL

1. Leaves of Absence

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

	Name	Type of Leave	From	To	Paid/Unpaid
A	M. E. (Amended)	Maternity	12/16/2013 3/22/2014	3/21/2014 4/30/2014	P U
B	B. F. (Extended)	FMLA	1/1/2014 1/14/2014	1/13/2014 4/12/2014	P U
C	S. M.	Medical	2/4/2014	3/28/2014	P
D	B. P	FMLA (Intermittent)	1/1/2014	TBD	U

2. Retirement

Approve the following Retirement for the 2013/2014 school year:

	Name	Position	Sch	Effective
A	Shiver, Clifford	Part-time Attendance Officer	BOE	2/1/2014

3. Volunteer

Approve the following Volunteer for the 2013/2014 school year:

	Name	Volunteer Position	School
A	Brown, Nathaniel	Assistant Wrestling Coach	HS

4. Substitute

Approve the following Substitute for the 2013/2014 school year:

	Name	Substitute Position
A	Rudd, Kathleen	School Nurse

5. College Placements

Approve the following College Placements for the 2013/2014 school year:

	College/University	Student	Experience	Cooperating Teachers	School	Dates	Subject
A	Richard Stockton	Brown, Rebecca	Intern Placement	D'Armi, Patricia	No. 2	1/27/2014-4/25/2014	Speech Pathology
B	Camden County	Connolly, Emily	21-hour Field Experience	Wood, Jennifer	No. 5	2/10/2014-4/4/2014	Elementary Education
C	Rowan University	LaRosa, Erika	Clinical Practice	Tsao, Kirstie	No. 1	1/21/2014-5/9/2014	Elementary Education
D	Rowan University	Myers, Julie	Clinical Practice	Hagan, Jeana DiSipio, Michele	No. 3	1/21/2014-5/9/2014	Elementary Education

6. 2013/2014 Extended School Day Program Tutor

Approve the following 2013/2014 Extended School Day Program Tutor, on an as needed basis, to be held Tuesdays and Thursdays for one (1) hour tutorial sessions per day from January 2014 through April 2014 at \$37.73 hourly rate:
 Title I (20-237-100-100-000-00)

	Name	Subject	Schools	Time
A	McBride, Christa	Substitute Teacher Tutor	No. 1-6 & HS	Location needs.

NOTE: Hourly rate adjustment pending ratification of WTEA contract

On a motion made by _____, seconded by _____, approval of Personnel Report is granted.
 Exceptions: _____
 Roll Call:
 _____ Ms. Brown
 _____ Mr. Gidwani
 _____ Ms. Masciocchi
 _____ Ms. Peterson
 _____ Ms. Pitts
 _____ Ms. Sturdivant
 _____ Ms. Watkins
 _____ Ms. Dredden
 _____ Ms. Davis

XVI. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS

1. The Winslow Board of Education processed the following OPRA Requests between December 11th and December 18, 2013:

Number of Requests Received	Approved	Denied
0	0	0

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. INFORMATIONAL ITEMS

XX. EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Winslow Township Board of Education to be held in public, except as set forth in N.J.S.A. 10:4-12(b) which provides for nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend; and

WHEREAS, the Winslow Township Board of Education has determined that certain issues set forth below are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on December 18, 2013 at ___ p.m.; and

WHEREAS, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and the items to be privately discussed that fall within such exceptions shall be identified and written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception as follows:

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body” The collective bargaining contract(s) discussed are between the public body and _____;

“(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are _____

_____ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____;

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” The employee(s) and/or title(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: _____;

“(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____;

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WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Winslow Township Board of Education will go into Executive Session for only the above stated reasons.

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the need for confidentiality no longer exists, or the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary/Board Solicitor, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

On a motion made by _____, seconded by _____, approval to move to Executive Session is granted at _____.	
Exceptions: _____	
Roll Call:	_____ Ms. Pitts
_____ Ms. Brown	_____ Ms. Sturdivant
_____ Mr. Gidwani	_____ Ms. Watkins
_____ Ms. Masciocchi	_____ Ms. Dredden
_____ Ms. Peterson	_____ Ms. Davis

XXI. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

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

XXII. ADJOURNMENT Time: _____

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