

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Wednesday, January 23, 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 **01/03/13**. 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

Brian Maguire, 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. 2012-2013 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. WTMS Presentation

VIII. CORRESPONDENCE

IX. MINUTES

Regular Meeting	Wednesday, December 19, 2012	Open/Closed Sessions
Reorganization Meeting	Wednesday, January 2, 2013	Open/Closed Sessions

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

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.

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

XII. ADJOURNMENT OF PUBLIC COMMENTS

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

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 December 2012 as per the attached exhibit.
4. Field Trips **Exhibit XIII A: 4**
Approve Field Trips for the 2012-2013 school year as listed in the attached exhibit.
5. Professional Development/Workshops & Conferences **Exhibit XIII A: 5**
Approve Professional Development opportunities as per the attached exhibit.
6. Tuition Students **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 to terminate 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 2012-2013 school year as listed below and as per the attached exhibit:
School No. 2
 - Jump Rope for Heart (02/22/13)School No. 4
 - Jump Rope for Heart (02/04-8/13)
 - Heart Smart Family Night (02/07/13)
 - National Wear Red Day (02/14/13)

WTMS

- American Heart Association Donation - Jeans Day (02/08/13)
- American Heart Association Coin Collection (02/08/13)
- Have a Heart (02/08/13)

WTHS

- Auntie Annie's Pretzels (March 2013) – NHS
- Joe Corbi Pizza (February 2013) – JRTOC
- Skate Party (02/23/13) – H.S.A.

10. School No. 1 – Fun Fest Gym Show

Approve School No. 1 Fun Fest Gym Show for Thursday, March 7, 2013 at 6:30 p.m. for 1st grade students and their families.

11. School No. 1 – Black History Month Program

Approve School No. 1 Black History Month Program for Thursday, February 21, 2013 at 2:00 p.m. with a performance by NVision at a cost of \$1,500.

Note: The cost of the activity will be funded through the student activity fund.

12. School No. 1 – Art Show Program for Youth Art Month

Approve School No. 1 Evening Art Show for Tuesday, March 19, 2013 beginning at 6:30 p.m. in recognition of Youth Art Month.

13. School No. 3 – Grade 3 Family Fun Night

Approve School No. 3 Family Fun Night for Thursday, March 7, 2013 to introduce parents of third grade students to activities their students are participating in during gym class.

14. School No. 3 – NJ Commission of the Blind Vision Screening

Approve School No. 3 to participate in the NJ Commission of the Blind free vision screenings for students on Thursday, March 21, 2013.

15. School No. 4 Jump Rope for Heart Programs

Approve School No. 4 to participate in Jump Rope for Heart activities on February 4, 2013.

16. School No. 4 - Heart Smart Family Fun Night

Approve School No. 4 to participate in a Heart Smart Family Fun Night on Thursday, February 7, 2013 as an opportunity for students and parents to participate in activities designed to create a healthy outlook on physical fitness.

17. School No. 4 - Writing Instruction

Approve School No. 4 to have Mr. Steven Hempel, Rowan University, provide staff development in the area of writing instruction at a cost of \$500.00.

18. School No. 4 – Reading Assist Institute

Approve the Reading Assist Institute to begin working with School No. 4, on a voluntary basis, to implement the Reading Assist for Primary Students (RAPS) program.

19. WTMS – 8th Grade Semi-Formal

Approve the 8th Grade Semi-Formal for Friday, May 17, 2013 beginning at 7:00 p.m. at Winslow Manor in Sicklerville, NJ.

20. WTMS – Donation of Book

Approve the acceptance of a donation of a hardcover book entitled, “Young Thurgood: The Making of a Supreme Court Justice” to WTMS by Mr. Clifton Kilgore of the New Hope Lodge No. 1 in Chesilhurst, NJ.

21. WTMS – Black History Month Program

Approve an assembly at WTMS, in honor of Black History Month, by the WINCEYCO, Inc., featuring the program “African Discovery Through Music”, to take place on Thursday, February 21, 2013 at a cost of \$2,250.00 to be funded through the student activity account.

22. WTMS – Valentine’s Dance & Have a Heart Dance

a. Approve WTMS Valentine’s Dance for Friday, February 8, 2013 beginning at 2:30 p.m. through 4:30 p.m.

b. Approve WTMS NJHS “Have a Heart” Dance for Friday, February 8, 2013 beginning at 6:30 p.m. through 9:30 p.m.

23. WTHS – JROTC Soaring Eagle Battalion Military Ball

Approve the JROTC to hold their annual Formal Military Ball on Friday, April 19, 2013 beginning at 7:00 p.m. at the Venice Plaza, Berlin, NJ.

24. WTHS Eagles Landing – Guest Speakers

Approve the following guest speakers to visit the WTHS Eagles Landing Program:

- Mr. Sabin Rich, Retired Vice President of SEPTA, to present monthly career goal setting workshops (leadership, goal setting, keys to success, etiquette) to the Young Men of Excellence after school group.
- Kennedy Hospital Speaker Bureau to present monthly health and wellness workshops (health issues, nutrition and emotional wellness) to the young men and women’s after school groups.

25. Title I NJ ASK Evening Parent Workshops & Presenters

Approve the following Title I NJ ASK Evening Parent Workshops and presenters for the 2012-2013 school year. The workshops will be held in February and March:

Date	School	Time	Presenter/s (Tentative)
Thursday, 2/5/13	3	6:00 – 8:00 PM	Tyeisha Jeffries/ Jeana Hagan
Tuesday, 2/12/13	5	6:00 – 8:00 PM	Michele Nisula/ Erin Johansen
Tuesday, 2/19/13	2	6:00 – 8:00 PM	Monica Poland/ Jeana Hagan
Thursday, 2/28/13	MS	6:00 – 8:00 PM	Christa McBride/ Erin Johansen
Thursday, 3/7/13	6	6:00 – 8:00 PM	Michele Nisula/ TBD
Thursday, 3/14/13	1	6:00 – 8:00 PM	Tyeisha Jeffries/Jeana Hagan
Thursday, 3/21/13	4	6:00 – 8:00 PM	Monica Poland/ Jeana Hagan
Tuesday, 3/26/13	MS	6:00 – 8:00 PM	Christa McBride/ TBD

B. Principal’s Updates

1. Monthly School Highlights
2. Ethnic Enrollment Report
3. Suspension Report
4. Listing of Programs & Activities

- Exhibit XIII B: 1**
Exhibit XIII B: 2
Exhibit XIII B: 3
Exhibit XIII B: 4

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

1. Aramark Update **Exhibit XIV A: 1**
2. Transportation Update **Exhibit XIV A: 2**

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

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

Approve the Line Item Transfers, for the month of November 2012, as per the attached exhibit.
2. Treasurer's Report **Exhibit XIV B: 2**

Approve the Treasurer's Report, for the month of November 2012, as per the attached exhibit.
3. Board Secretary's Report **Exhibit XIV B: 3**

Approve the Board Secretary's Reports, for the month of November 2012, 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 November 2012, 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 November 2012 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. 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>
Cheryl Pitts	Bargaining at the Table by NJSBA	January 26, 2013	\$125.00
Julie A. Peterson	Bargaining at the Table by NJSBA	January 26, 2013	\$125.00
Ewuniki Brown	Governance 1: New Board Orientation	March 8 – 10, 2013	* No Cost
Gail P. Watkins	Governance 1: New Board Orientation	March 8 – 10, 2013	* No Cost

Note: * The costs for the Governance 1: New Board Orientation, including all meals, materials and hotel stay are being covered by a grant from the Educational Leadership Foundation of New Jersey (ELFNJ).

7. Professional Development

Approve Tammy Wall, Transportation Dispatcher, and Michael Schneck, Jr., Assistant Director of Transportation, to attend Employee Training & Safety Education at Rutgers Continuing Studies, School Transportation Supervisors, from 6:00 – 9:00 p.m. February 25 – April 8, 2013 (7 sessions) at a cost of \$643/each.

8. Bill List

Exhibit XIV B: 8

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

- Manual Bill List \$ 353,718.75
- Vendor Bill List \$ 1,741,562.39

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

Exceptions: _____

Roll Call:

_____ Ms. Brown

_____ Mr. Gidwani

_____ Ms. Masciocchi

_____ Ms. Peterson

_____ Ms. Pitts

_____ Ms. Sturdivant

_____ Ms. Watkins

_____ 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	A.B. (Extension)	Medical	2/1/2013	4/30/2013	U
B	T.M.	Maternity	3/25/2013 4/26/2013	4/25/2013 6/30/2013	P U
C	L.M.	Medical	1/29/2013 2/8/2013	2/7/2013 3/1/2013	P U
D	N.S.	Maternity	4/26/2013 5/16/2013	5/15/2013 6/30/2013	P U

2. Leave of Absence Replacements

Approve the following Leave of Absence Replacements for the 2012/2013 school year:

	Name	School	Position	Per Day	Effective
A	Aupperle, Melissa (replacing J. A.)	No. 6	Special Ed Teacher (MD) (Leave of Absence)	\$254.00	2/1/2013- 5/31/2013
B	Burgess, Beverly Mann (replacing G. D.)	No. 6	Speech Language Specialist – Consultant (Leave of Absence)	\$500.00	3/1/2013- 6/20/2013
C	Kerbaugh, Annmarie (replacing R. M.)	No. 4	3 rd Grade Teacher (Leave of Absence)	\$242.00	3/1/2013- 6/20/2013
D	Powell, Karen (replacing L. M.)	HS	Special Ed Teacher (RC) (Leave of Absence)	\$254.00	2/1/2013- 6/20/2013

3. Lateral Movements on Salary Guide

Approve the following Lateral Movements on the Salary Guide for the 2012/2013 school year, effective 2/1/2013:

			FROM			TO		
Last Name	First Name	School	From	Step	Salary	To	Step	Salary
Clark	Jena	HS	BA	9	\$57,161	MA	9	\$59,561
Feighery	Tracy	HS	BA+15	7	\$50,961	MA	7	\$52,561
Montagano	Kimberly	MS-SSS	BA+30	13	\$80,750	MA	13	\$81,550

4. College Placements

Approve the following College Placements for the 2012/2013 school year:

	College/University	Student	Experience	Cooperating Teacher	Sch	Dates	Subject
A	Camden County	Ambreen, Qudsia	21 Hour Field Experience	Cutter, Mindy	No. 6	2/11/2013-4/12/2013	Elementary
B	Camden County	Bukhsh, Shazia	21 Hour Field Experience	Parker, Michelle	No. 6	2/11/2013-4/12/2013	Elementary
C	Camden County	Cuthill, Cheryl	21 Hour Field Experience	Alcoy-Clouser, Tracy	No. 5	2/11/2013-4/12/2013	Elementary
D	Camden County	Drawdy, Lori	21 Hour Field Experience	Wood, Jennifer	No. 5	2/11/2013-4/12/2013	Elementary
E	Camden County	Fillion, Stephen	21 Hour Field Experience	Wood, Jennifer	No. 5	2/11/2013-4/12/2013	Elementary

5. Spring Coaches at High School

a. Approve the following Revisions of two (2) of our Spring Coaches at the High School for the 2012/2013 school year (11-402-100-100-402-08)

			FROM		TO		
	Spring Coach	Spring Position	Stipend	Step	Spring Position	Stipend	Step
A	Cuneo, Chris	Head Lacrosse Coach	\$5,877	1	Head Lacrosse Coach	\$6,357	3
B	Nagy, Kristine	Assistant Lacrosse Coach	\$4,486	2	Co-Assistant Lacrosse Coach	\$2,243 (a split)	2

b. Approve the following Spring Coach at the High School for the 2012/2013 school year: (11-402-100-100-402-08)

	Spring Coach	Spring Sport Position	Stipend	Step
A	McCormick, Rachel	Co-Assistant Lacrosse Coach	\$2,156 (a split)	1

6. Winslow Child Development Program

Approve the transfer of the following Winslow Child Development Program Counselor for the 2012/2013 school year: (11-000-310-930-000-18)

			FROM	TO	
	Name	Position	School	School	Effective
A	Enwereji, Susan	High School/Co-Op Child Service Worker	Substitute	No. 3	1/16/2013

7. Contract Extension

Approve the following Contract Extension for a Leave of Absence Secretary for the 2012/2013 school year: (11-000-240-105-099-06)

FROM						TO	
	Name	Position	Sch	Dates	Prorated Salary	Dates	Prorated Salary
A	Brown, Robin (replacing A. B.)	Secretary	No. 6	9/17/2012 2/1/2013	\$27,000	2/1/2013 4/30/2013	\$27,000

8. Pit Musicians Spring Musical – High School

a. Approve the following Pit Musicians for the Spring Musical at the High School for the 2012-2013 school year: (11-401-100-330-401-08)

	Name	Position	Stipend (Accounts Payable)
A	Cleary, Susan	Pit Musician	\$300.00
B	Cummings, Victor	Pit Musician	\$300.00
C	Kormanski, John	Pit Musician	\$300.00
D	Krupa, Joseph	Pit Musician	\$300.00
E	Krupa, Joseph	Rehearsal Accompanist	\$1,200.00
F	O'Neill, Daniel	Pit Musician	\$300.00
G	Quinn, Courtney	Pit Musician	\$300.00
H	Rothkopf, Cheryl	Pit Musician	\$300.00
I	Tотора, Mathew	Pit Musician	\$300.00

b. Approve the following Pit Musicians for the Spring Musical at the High School for the 2012-2013 school year; (11-401-100-101-401-08)

	Name	Position	Stipend (Co-Curricular Advisor)
A	Gouse, William	Pit Musician	\$300.00
B	Parkhurst, David	Pit Musician	\$300.00

9. Extended School Day Program

Approve the following Teacher for the Extended School Day Program on an “as needed” basis not to exceed 2 hours per day at the High School for the 2012/2013 school year: (20-236-100-100-020-00)

	Name	Subject	Hourly Rate
A	Pino, John	LAL-SAT Prep & College Writing Tutor	\$37.73

On a motion made by _____, seconded by _____, approval of Personnel Report is granted.

Exceptions: _____

Roll Call:

_____ Ms. Brown	_____ Ms. Pitts
_____ Mr. Gidwani	_____ Ms. Sturdivant
_____ Ms. Masciocchi	_____ Ms. Watkins
_____ Ms. Peterson	_____ Ms. Dredden
	_____ Ms. Davis

XVI. OLD BUSINESS

XVII. NEW BUSINESS

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:	
_____ Ms. Brown	_____ Ms. Pitts
_____ Mr. Gidwani	_____ Ms. Sturdivant
_____ Ms. Masciocchi	_____ Ms. Watkins
_____ Ms. Peterson	_____ Ms. Dredden
	_____ Ms. Davis

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> _____