

WINSLOW TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Wednesday, March 13, 2013

Winslow Township Middle School

Agenda

5:30 p.m. (Closed Session) 7:00 p.m. (Open Session)

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **01/03/13** and **03/07/13**. 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. EXECUTIVE SESSION

BE IT RESOLVED, the Board of Education will entertain a motion to adjourn into Executive/Closed Session for the purpose of:

- o Student Hearings
- o Personnel Matters
- o 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

VIII. PROFESSIONAL SERVICES (RFP) INTERVIEWS

5:30 p.m. – Media Center

IX. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

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

X. AWARDS/PRESENTATIONS

7:00 p.m. - Cafeteria

XI. CORRESPONDENCE

XII. MINUTES

Regular Meeting

Wednesday, February 27, 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

XIII. BOARD COMMITTEE REPORTS

XIV. 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: _____

XV. ADJOURNMENT OF PUBLIC COMMENTS

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

XVI. SUPERINTENDENT’S REPORT

A. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS:

- | | |
|--|---------------------------|
| 1. <u>First Reading of Board Policies & Regulations</u> | None at this time. |
| 2. <u>Second Reading of Board Policies & Regulations</u> | None at this time. |
| 3. <u>Security/Fire Drill Report</u> | None at this time. |
| 4. <u>Field Trips</u> | Exhibit XVI A: 4 |
| Approve Field Trips for the 2012-2013 school year as listed in the attached exhibit. | |
| 5. <u>Professional Development/Workshops & Conferences</u> | Exhibit XVI A: 5 |
| Approve Professional Development opportunities as per the attached exhibit. | |

6. Tuition Students **Exhibit XVI A: 6**
 Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements **Exhibit XVI A: 7**
 Approve to terminate Out-of-District Placements as listed in the attached exhibit.
8. Homeless Student(s) **Exhibit XVI A: 8**
 Approve the listing of Homeless students as per the attached exhibit.
9. Fundraiser(s) **Exhibit XVI 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. 3
- Scholastic Book Fair (05/21-24) – P.T.O
 - Everyday Math Game Night (04/26/13) – P.T.O.
 - Autism Awareness Pretzel Sale (04/05-12) – P.T.O
- School No. 5
- Joe Corbi’s Pizza & Desserts (March/April) – H.S.A.
- WTMS
- Yankee Candle Sale (March/April) – Theatre Guild
 - Nature’s Vision Items (March) – Environmental Club
 - Collection for Animal Shelter – Environmental Club
 - “Hugging” a Tree Photos (04/26/13) – Environmental Club
 - Car Wash/Bake Sale (April) – Girls Lacrosse
10. Summer School Programs

Approve the operation of the following Summer School Programs:

Summer Program	Dates	Time	Location
WTMS Orchestra Music Program	July 9,2013 – July 20,2013	8:00-3:00	Winslow Middle School
Grades 4-6 Summer Orchestra Lessons	July 8, - August 2, 2013 (M-F)	8:00-3:00	Winslow Middle School
Grades 4-6 Summer Band Lessons	July 9, - August 2, 2013 (T-W-TH)	8:00-3:00	Winslow Middle School
Title I Extended School Year	July 8, – August 1, 2013 (M-TH)	8:00–1:30	School No. 1
Special Ed. Extended School Year	July 8, - August 2, 2013 (M-F)	8:00–1:30	School No. 4
Winslow Child Development Summer Camp	June 24 - August 16,2013	7:00–6:00	School No. 2

11. School No. 1 – Preschool Assembly Program “The Fun Bus”

Approve the following interactive assembly program for Preschool students at School No. 1:

Title: “The Fun Bus”
Date: Wednesday, May 1, 2013
Time(s): 10:30 a.m. & 1:30 p.m.
Purpose: Students will use exercise equipment, learn how to move their bodies and gain a basic understanding to the importance of exercise.
Costs: \$450.00
Funding: Preschool Education Grant

12. School No. 4 – Assembly Programs/Activities

- a. Approve School No. 4 to host the Marine Mammal Stranding Center on Friday, May 3, 2013 for an assembly on marine mammals.
- b. Approve School No. 4 to partner with Ms. Judie Caroleo from 95% group to assist the reading specialist with the research of English Language Arts intervention strategies and testing.
- c. Approve Tom Barnes, Boy Scouts Troop #129, to assemble a greenhouse (purchased with the Lowes Toolbox Education Grant) for School No. 4 as a part of his Eagle Scout Project.
- d. Approve Rutgers University Cooperative program to assist School No. 4 with the design and construction of a rain garden, and/or rain collection barrels around the greenhouse to be funded with the remaining Lowes Toolbox Education Grant.
- e. Approve School No. 4 Student Council to conduct the 2nd Annual “4 Food Drive” during the months of March and April 2013.
- f. Approve School No. 4 to apply for the following grants to support literacy intervention programs and resources:
 - i. Success for All Foundation Grant
 - ii. Sunshine Lady Foundation
 - iii. Alan S. Lorberman Family Foundation
 - iv. Fred C. Rummel Foundation
 - v. George & Ruth Harms Foundation
 - vi. Horner Foundation
 - vii. Smart Family Foundation Educational Grant
 - viii. Berger Foundation Educational Grants
 - ix. Staples Foundation for Learning Educational Grants

13. Schools No. 1-No. 4: Preschool Assembly Program “The Bug Lady”

Approve the following assembly program for Preschool students at Schools No. 1 – No. 4:

Title: “The Bug Lady”
Date: School No. 1 – April 8th School No. 2 – May 8th
School No. 3 – May 3rd School No. 4 – TBD
Time(s): 10:15 a.m. & 1:30 p.m.
Purpose: Hands-on activity with a focus on teaching awareness and respect for insects.
Costs: \$250.00
Funding: Preschool Education Grant

14. Schools No. 2-No. 4: Preschool Assembly Program “Oceans in Motion”

Approve the following assembly program for Preschool students at Schools No. 2-No. 4:

Title: “Oceans in Motion”
Date: School No. 2 – March 25th School No. 3 – June 7th
School No. 4 – April 16th
Time(s): 10:30 a.m. & 1:15 p.m.
Purpose: Students will have an opportunity to explore small ocean animals and learn basic facts about them and their habitats.
Costs: \$310.00
Funding: Preschool Education Grant

15. Schools No. 4 & No. 6 – Assembly Program “Queen Nur”

Approve “Queen Nur” to visit Schools No. 4 & No. 6 on Wednesday, March 20, 2013 to present an assembly on “Bullying”. The program will be funded through the H.S.A.

16. School No. 5 – Family Fun Night (4th Grade)

Approve School No. 5 Family Fun Night (4th Grade) for Monday, March 25, 2013. This event is for fourth graders and their parents to enjoy an evening for fun and competition.

17. School No. 5 – “Kids Art Fair” Company

Approve “Kids Art Fair” Company to visit School No. 5 for a Night of Arts on May 28, 2013. The company will set up an Art Gallery to display work created by our students.

18. School No. 5 – Grade 6 Science Fair

Approve School No. 5 Grade 6 Science Fair to be held on Tuesday, March 26, 2013 beginning at 6:30 p.m.

19. School No. 6 – Art Show

Approve a Lower and Upper Elementary Schools Art Show for Tuesday, March 26, 2013 at School No. 6 beginning at 6:00 p.m.

20. WTMS – Guest Speaker

Exhibit XVI A: 20

Approve a guest speaker, Ms. Marnice Davice, from the Students Against Destructive Decisions (SADD) Club to speak with WTMS students on March 18, 2013 beginning at 2:00 p.m.

21. WTMS – Career Day

Approve WTMS Career Day for May 14, 2013 where guest speakers from businesses and professions will be visiting the school to speak to students.

22. WTMS – Father/Daughter Dance

Approve WTMS Father/Daughter Dance “Diamonds are Forever” for May 10, 2013 beginning at 6:30 p.m. This dance is designed to promote self-esteem, self-awareness, culture exposure and parental involvement.

23. WTHS – Programs/Activities

- a. Approve the Sophomore class to host an Easter Celebration for the Academy students at the Middle School on March 22, 25, 26 & 27. Activities will include games, Easter Egg Hunt, story time, face painting and free time on the playground.
- b. Approve the Sophomore class to conduct a Hurricane Sandy drive by collecting toiletries, baby items, cleaning products, etc. The American Red Cross will be accepting the items.
- c. Approve the Sophomore class to conduct a drive (collection of toiletry items, baby items) to support the Camden County Women’s Center for battered women.

24. WTHS – Curriculum Development Project (Dance Program) **Exhibit XVI A: 24**

Approve Ms. Jessica Dixon, WTHS Band Front Coordinator/Temple Student, to conduct a curriculum development project for students at WTHS in the Marching Band as listed in the attached exhibit.

25. WTHS Guest Speaker

Approve a representative from Pennco Tech to visit Ms. Hess' Marketing I Class on March 21, 2013 to discuss career opportunities.

26. WTHS "Case for Con Kerr" Program

Approve WTHS to donate approximately 50 pillowcases to the "Case for Con Kerr" Program. This is a non-profit organization that collects pillowcases for children suffering from various forms of cancer. The pillows will be made by the students in the Fashion Design classes and all the fabric was provided by friends and quilt guilds of South Jersey.

27. Girl Scout Troop – St. Patrick's Day Project

Approve Ms. Joanne Masciocchi and her Girl Scout Troop to conduct a St. Patrick's Day project with the students in the School No. 2 Before & After Care Program beginning March 14 through March 22, 2013.

B. Principal's Updates

None at this time.

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

XVII. 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. Reconciliation Report **None at this time.**
3. Board Secretary's 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 XVII B: 6**

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

- Manual Bill List \$1,212,653.18
- Vendor Bill List \$1,795,198.94

7. Payroll

Approve Payroll, for the month of February 2013, as listed below:

- February 15, 2013 \$2,162,099.53
- February 28, 2013 \$2,155,610.64

8. Disposal of School Property **Exhibit XVII B: 8**

Approve the Disposal of School Property per the attached exhibit.

Location	Department	Description
High School	ROTC	1 Refrigerator/freezer - Broken

9. Use of Facilities – Winslow Township Basketball Association

Approve the use of the Winslow Township High School for the WTBA on Sunday, April 21, 2013 from 7:00 a.m. – 7:00 p.m.

Note: Custodial fees at \$25/hour/custodian will be charged.

10. Long Range Facilities Plan - Amendment

Authorize the Amendment of the Long-range Facility Plan of the Winslow Township Board of Education to add the following:

1. Exterior Lighting at High School field
2. Courtyard Drainage at School No. 2

11. ARMM Associates, Inc.

Approve ARMM Associates, Inc. to prepare the Plans and Technical Specifications for the Unit Ventilator Replacement at School No. 3 at a cost of \$58,900.00. This is to include the full architectural/MPE documents as well as NJDOE Project Application submission.

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

XVIII. 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	P.M.	FMLA	Intermittent	To be determined	U
B	M.P. (extension)	FMLA	3/1/2013	4/30/2013	U

2. Retirements

a. Approve the following Retirements for the 2012/2013 school year:

	Name	Position	School	Effective
A	Kane, Roberta	Special Education Teacher (RC)	No. 6	7/1/2013
B	Rizzotte, Peggy	Health & Physical Education Teacher	No. 1	7/1/2013
C	Shorman, Carol	Family Living Teacher	HS	7/1/2013

b. Approve the following Change in Retirement Date for the 2012/2013 school year:
(11-000-218-105-099-07)

	Name	Position	School	FROM Effective	TO Effective
A	Herzer, Kathleen	Secretary – Guidance	MS	3/1/2013	7/1/2013

3. Resignation

Approve the following Resignation for the 2012/2013 school year:

	Name	Position	Location	Effective
A	Hegeman, James	Bus Driver	Garage	3/20/2013

4. Winslow Child Development Program

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

	Name	Position	School	Hourly Pay	Hours	Effective
A	Norwood, Mary	Child Service Worker	Academy	\$10.00	5.5	3/16/2013

5. College Placements

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

	College/University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Eastern University	Brown, Genevieve	20 Hour Observation	Rybka, Beth & Hoffman, Kevin	No. 3	3/14/2013-4/18/2013	Elementary/ Special Ed
B	Stockton College	Brown, Rebecca	Two Day Observation	Reed, Lucy, D'Armi, Patricia	No. 5 No. 2	4/5/2013 & 4/15/2013	Speech
C	Camden County	Granato, Christina	15 Hour Field Experience	Chiumento, Karen K.	No. 5	3/18/2013-4/30/2013	Elementary
D	Camden County	Sloan, Alicia	One Day Observation	Kaiser, Barry	No. 6	3/18/2013	Elementary

b. Approve the Rescission of the following College Placement for the 2012/2013 school year:

	College/University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Camden County Technical School	Laucks, Julie	Observation for Professional Development	Gary, Cynthia	HS	2/27/2013	Family Living Class

6. Homebound Instruction Tutor

Approve the following Homebound Instruction Tutor for the 2012/2013 school year:
(11-150-100-101-000-98)

	Name	Position	Hourly Rate	Effective
A	Straub, Dori	Teacher of the Handicapped	\$37.73	3/13/2013

7. Mentor

Approve the following Mentor for the 2012/2013 school year:

	Mentor	Mentee	Mentor Fee	School
A	Jones, Charlotte	Aupperle, Melissa	\$550.00	No. 6

8. Spring Coaches

Approve the following Spring Coaches at the Middle School for the 2012/2013 school year:
(11-402-100-100-402-07)

	Spring Coach	Spring Coach Position	Stipend	Step
A	Howell, Jacquelyn	Assistant Softball Coach	\$1,577	2
B	Martin, Gregg	Head Track Coach	\$2,563	3
C	Pires, Allyson	Head Softball Coach	\$2,370	1
D	Rossi, Ronald	Head Baseball Coach	\$2,563	3
E	Watson, Jeffrey	Assistant Baseball Coach	\$1,641	3
F	Whiteman, Robyn	Assistant Track Coach	\$1,577	2

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. Dredde
 _____ Ms. Davis

XIX. OLD BUSINESS

XX. NEW BUSINESS

XXI. 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

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 _____ Ms. Peterson
 _____ Ms. Pitts
 _____ Ms. Sturdivant
 _____ Ms. Watkins
 _____ Ms. Dredde
 _____ Ms. Davis

XXII. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

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

XXIII. ADJOURNMENT Time: _____

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