

WINSLOW TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Wednesday, May 22, 2013

Winslow Township Middle School

Agenda

5:00 p.m. (Teacher of the Year) 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 05/06/13**. It was also advertised in the Courier Post, Philadelphia Inquirer and posted in all schools, the Administration Office, the Municipal Building, the Library, Bud Doble 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. TEACHER OF THE YEAR RECEPTION (Closed to Public)

5:00 p.m.

VIII. AWARDS/PRESENTATIONS

7:00 p.m.

1. Schools No. 5 & No. 6 Orchestra
2. Teacher of the Year Award Presentations

IX. CORRESPONDENCE

1. NJ DOE – Verification of Corrective Action Plan

Exhibit IX

X. MINUTES

Regular Meeting

Wednesday, May 8, 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

XI. BOARD COMMITTEE REPORTS

XII. 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: _____

XIII. ADJOURNMENT OF PUBLIC COMMENTS

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

XIV. 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 XIV A: 3**

Approve the Security/Fire Drill Report for April 2013, as listed in the attached exhibit.
4. Field Trips **Exhibit XIV A: 4**

Approve Field Trips for the 2012-2013 school year as listed in the attached exhibit.
5. Professional Development/Workshops & Conferences

Approve the Professional Development opportunity as listed below:

Title: Aligning Practices with the Common Core State Standards in English Language Arts
Date(s): June 10, 2013 & June 12, 2013
Audience: School No. 1 (a.m.) & School No. 2 (p.m.) – June 10
School No. 5 (a.m.) & School No. 6 (p.m.) – June 12
Presenter: Barbara Doherty, EIRC
Costs: \$2,400
Funding: NCLB – Title II
Description: To provide training in the Common Core Standards in order to provide teachers with a deeper understanding of the potential instructional transitions.
6. Tuition Students **Exhibit XIV A: 6**

Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements **None at this time.**
8. Homeless Student(s) **None at this time.**

9. Fundraiser(s)

Exhibit XIV A: 9

Approve the following fundraisers/school activities for the 2012-2013 school year as listed below and as per the attached exhibit:

WTHS

- Battle of the Bands (06/12/13) – Winslow Cares
- Cold Cow Ice Cream Night (06/06/13) – One Book, One School
- Concession at Graduation (06/19/13) – H.S.A.

10. Settlement Agreement

Approve the Settlement Agreement between the Winslow Township Board of Education and C.E.G and R.G. o/b/o C.G.B.

11. Perfecting Chords Program – 2013-2014 School Year

Exhibit XIV A: 11

Approve the expansion of the Perfecting Chords Music Program to include Schools No. 1, No. 2 and No. 4 for the 2013-2014 school year.

12. School No. 3 – Evening of Fine Arts

Approve the School No. 3 Evening of Fine Arts event for Tuesday, June 4, 2013 at 6:30 p.m. This will be a showcase of student art and musical performances.

13. School No. 4 – Scuba & Wreck Diving Presentation

Approve a Scuba and Wreck Diving Presentation for first grade students at School No. 4 on Wednesday, June 12, 2013.

Note: Mr. Tom Packer, presenter, will display scuba gear and pictures in this student-friendly lesson about wreck dives and how scuba gear is used.

14. School No. 4 – Grant Applications

Approve School No. 4 to apply for one or all of the following grant opportunities:

- Dollar General
- PNC
- TD Bank
- JP Morgan-Chase
- Capital One
- Discover
- State Farm

15. School No. 5 – Monster Cone for 6th Grade Graduation

Approve Monster Cone Ice Cream truck to visit School No. 5 on Wednesday, June 19, 2013 from 11:15 a.m. – 12:15 a.m. for each student to receive an ice cream cone. This activity will be funded through the student activity account.

16. WTMS – 3x3 Basketball Tournament

Approve WTMS to have a 3x3 basketball tournament for students on June 11, 12 and 13, 2013.

17. WTHS – Guest Speaker for Graduation

Approve Ms. Alice Lee, Ed.M., former Winslow Township High School student, as the keynote speaker at the WTHS 2013 Graduation. A fee of \$500.00 will be funded through 11-190-100-320-160-08.

18. WTHS - Donations

- a. Approve the acceptance of a donation of \$150.00 from Mr. Robert Turner, former Technology Teacher at WTHS, to be awarded to a student during Senior Awards Night as a technology scholarship.
- b. Approve the acceptance of a donation of \$25.00 from the Camden County Library for the Leo Club for their participation in “Book Buddies”.
- c. Approve the acceptance of a donation of \$100.00 from Mr. Art Handel, WTHS Teacher, to the Eagles of Excellence student recognition program at WTHS.
- d. Approve the acceptance of a donation, in the amount of \$500.00, from the Winslow Township Youth Wrestling Association to be awarded to a student during Senior Awards Night as a scholarship.

B. Principal’s Updates

- 1. Monthly School Highlights
- 2. Ethnic Enrollment Report
- 3. Suspension Report

Exhibit XIV B: 1
Exhibit XIV B: 2
Exhibit XIV B: 3

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

Exceptions: _____

Roll Call:

_____ Ms. Brown

_____ Mr. Gidwani

_____ Ms. Masciocchi

_____ Ms. Peterson

_____ Ms. Pitts

_____ Ms. Sturdivant

_____ Ms. Watkins

_____ Ms. Dredde

_____ Ms. Davis

XV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

A. REPORTS

1. Aramark Update

Exhibit XV A: 1

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

1. Line Item Transfers

Exhibit XV B: 1

Approve the Line Item Transfers, for the month of April 2013, as per the attached exhibit.

2. Reconciliation Report

Exhibit XV B: 2

Approve the Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2013. The Reconciliation Report and Board Secretary's Report are in agreement for the month of April 2013.

3. Board Secretary's Report

Exhibit XV B: 3

Approve the Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2013. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

4. Board Secretary's Certification

The Board Secretary in accordance with N.J.A.C 6A:23A-16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

5. Boards' Certification

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Winslow Township Board of Education certifies after review of the Secretary's Monthly Financial Report (appropriations section) and upon consultation with the appropriate district officials, that 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 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. Bill List

Exhibit XV B: 6

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

- Manual Bill List \$ 977,274.05
- Vendor Bill List \$1,099,269.99

7. Payroll **None at this time.**

8. Camden County Educational Services Commission 2013 - 2014

Approve the Camden County Educational Services Commission 2013 - 2014 contract to include the following:

1. Special Education Transportation; Vocational Education Transportation; Non-Public Transportation; Payment in Lieu of Transportation; and, Public Law 192-193.
2. The continuation of the services currently provided by the Camden County Educational Services Commission for the 2013/2014 school year.

9. Strauss Esmay Associates, LLP 2013 - 2014

Approve the following services by Strauss Esmay Associates, LLP for 2013-2014:

1. The Annual Policy Alert and Support System Fee, Annual Maintenance and Support of Policy and Regulation Manuals and annual subscription to New Jersey School Digest in the amount of \$2,445.00.
2. District Online Annual Fee in the amount of \$1,595.00.

To be charged to 11-000-220-339-000-17

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this contract.

Tyra McCoy-Boyle

10. Yale School North, Inc. – Free or Reduced Lunch Program 2013 - 2014

In accordance with the requirements of the New Jersey Administrative Code, Section 6A:23-4.5(s)(20), the Board hereby agrees and consents to the following:

The Private School, Yale School North, Inc. is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by Yale to them. This shall be effective for the school year beginning September 1, 2013 – June 20, 2014.

11. Archway Programs – Free or Reduced Lunch Program 2013-2014

Be it resolved that the Winslow Township Board of Education does not require the Archway Schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations for the 2013-2014 school year.

12. Bid # 2013-04 Six (6) Type C 54 Passenger School Buses – Model Year 2014 or Newer

a. Approve the record of Bid #2013-04 Six (6) Type C 54 Passenger School Buses -Model Year 2014 or Newer as follows (sole bidder):

Name of Vendor	Unit Price	Total
Wolfington Body Company, Inc.	\$99,414.00	\$596,484.00

b. Approve the award of Bid # 2013-04 Six (6) Type C 54 Passenger School Buses – Model Year 2014 or Newer to Wolfington Body Company, Inc. in the amount of \$99,414.00/bus for a total of \$596,484.00.

To be charged to 12-000-270-733-000-16

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this bid.

Tyra McCoy-Boyle

13. Bid # 2013-05 One (1) Type B 24 Passenger School Bus – Model Year 2014 or Newer

- a. Approve the record of Bid #2013-05 One (1) Type B 24 Passenger School Bus –Model Year 2014 or Newer as follows (sole bidder):

Name of Vendor	Unit Price	Total
Wolfington Body Company, Inc.	\$95,930.00	\$95,930.00

- b. Approve the award of Bid # 2013-05 One (1) Type B 24 Passenger School Bus – Model Year 2014 or Newer to Wolfington Body Company, Inc. in the amount of \$95,930.00.

To be charged to 12-000-270-734-000-16

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this bid.

Tyra McCoy-Boyle

14. Contract Vendors – 2013-2014

RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR BOARDS OF EDUCATION PURSUANT TO N.J.S.A. 18:18A-10a

WHEREAS, the Winslow Township Board of Education, pursuant to N.J.S.A. 18A-18A-10a and N.J.A.C. 5:34-7.29 (c) may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Winslow Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Winslow Township Board of Education, intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Winslow Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2013-2014 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Winslow Township Board of Education Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Winslow Township Board of education and the Referenced State Contract Vendors shall be July 1, 2013 to June 30, 2014.

Date Approved

Business Administrator/Board Secretary

Referenced State Contract Vendors

<u>Commodity Service</u>	<u>Vendor</u>	<u>State Contract #</u>
Computers/Toner	Apple	A70259
	Dell	A81247
Communication	Troxell	A80996
		A07470
Flooring/Paint	Carpet Showcase	A84605
Paper Goods	Paper Mart	A58409
Equipment	Mail Finance	A75239
Electric Supplier	Hess Corporation	A71281
Toner	Gov Connection	AB6508743
Teaching Aids	Lightspeed Technologies, Inc.	T-0114 - 80998
School Supplies/Furniture	School Specialty	80987
Library Furniture	Demco	80986
Transportation	Bus Parts Warehouse	A-73725
	Gallo GMC Truck	A-734761/73698
	Giles Ransome	A-69706
	H.A. Dehart	A-73771/73483
	Johnson & Towers	A-76467/73775
	Lawson Products	A-73736/76910
	Mechanics Auto Parts/Napa	A-73744
	Ransome International	A-73707
	Service Tire	A-71689/71688
	W.B. Mason	A-80975
	W.W. Grainger	A-79875
	Winner Ford	A-78843
	General Supplies	Tanner North
School Equipment, Teaching Aids	Tom Caine and Associates LLC	80994

15. 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	Legislative Day 2013	June 6, 2013	No Cost
Patricia Davis	Educational Policy & School Law Seminar – Strauss Esmay Associates	June 14, 2013	No Cost

16. Renewal of Contracts

Approve renewal of the following contract for 2013-2014:

1. Approve the renewal of Aramark to provide Custodial and Maintenance and Grounds services for the district for the 2013-2014 school year at a cost of \$3,135,601.15.
To be charged to 11-000-261-420 and 11-000-262-420.
2. Sodexo Food Services
To be charged to fund 60.
and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in these contracts.

Tyra McCoy-Boyle

17. Med-Flex Medical Waste Transport Company

Approve Med-Flex Medical Waste Transport Company to collect and dispose of medical waste from Winslow Township Schools No. 1 – 6, Middle and High Schools at a one time per year cost of \$86.25/school from May 26, 2013 – May 26, 2016.

18. Bid for Maintenance & Repairs to Winslow Township BOE Buses and Vehicles 2013-2014

Approval to advertise a bid for Maintenance & Repairs to Winslow Township BOE Buses and Vehicles for 2013-2014.

19. Quotes for Towing

Approval to obtain quotes for towing District buses and vehicles.

20. Annual Tuition Rates (2013/2014)

Approve the Annual Tuition Rates for the 2013/2014 school year, as listed below:

2013-2014 Annual Tuition Rates			
	Yearly	Monthly	Per Diem
Preschool/K	\$10,565.00	\$1,056.50	\$58.69
Grades 1-5	\$14,274.00	\$1,427.40	\$79.30
Grades 6-8	\$13,028.00	\$1,302.80	\$72.38
Grades 9-12	\$13,936.00	\$1,393.60	\$77.42
LLD	\$14,962.00	\$1,496.20	\$83.12
BD	\$28,534.00	\$2,853.40	\$158.52
MD	\$32,893.00	\$3,289.30	\$182.74

21. Edvocate, Inc. – Consulting Services Agreement

Approve a Consulting Services Agreement between Edvocate, Inc. 756 Opatut Court, Toms River, NJ 08753 and the Winslow Township Board of Education to provide on-going contract monitoring of the District custodial contract with a Facilities Services Management Company from July 1, 2013 – June 30, 2014 at a cost of \$2,122.00/month.

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this contract.

Tyra McCoy-Boyle

22. Global Connect

Approve Global Connect from July 1, 2013 – June 30, 2014 at a cost of \$9,540.00 Global Connect is the all call system used by the District.

23. Request Membership in TCPN

Approve the request to join The Cooperative Purchasing Network (TCPN), a national governmental purchasing cooperative that offers competitively bid and awarded contracts with national vendors for commonly purchased products and services allowing government entities to make compliant purchases at a valued rate. There are no costs or fees to register with TCPN.

24. Request Approval to Publish “Notice of Intent to Award”

Request approval to publish the “Notice of Intent to Award” the purchase of unit ventilators from Trane, Inc. a TCPN vendor, in the amount of \$445,300, through a national cooperative contract.

25. Request to Transfer funds to Capital Outlay

Ratify the request to the Executive County Superintendent to transfer \$256,710 to Capital Outlay to cover preliminary costs of emergent projects approved in the 2013-2014 budget. \$256,710 to be transferred from Unemployment Compensation – budget line 11.000.291.250 to Architectural/Engineering Services – line 12.000.400.334 (\$167,650) and Construction Services – line 12.000.400.450 (\$89,060).

26. Budget for Travel/Workshops

Approve the District budget for travel/workshops for 2013–2014 not to exceed \$50,000.00.

27. State Aid – June 2013

Request approval of the application for loan in the amount not to exceed \$4,252,406.00 to cover cash flow needs to meet critical obligations through the end of the fiscal year due to the deferral of the June State Aid payments. The effective date of the loan(s) will be no earlier than June 10, 2013. Interest will be assessed at a rate to be determined with a July 8, 2013 or July 9, 2013 alternate payoff date. The Board will be requesting reimbursement from the State for approved interest costs.

28. Standard Operating Procedures (SOPs) and Internal Control Manual

Exhibit XV B: 28

Approve the Standard Operating Procedures/ Internal Control Manual for the 2013-2014 years. The Board authorizes the Business Administrator/Board Secretary to update the manual during the year as required.

29. Account Authorizations

Approve the following bank accounts at TD Bank and the corresponding duly elected or appointed officers as signatories:

Note: Approved facsimile signatures will be permitted.

Account Description	Signers
Unemployment Account	Board President, Business Administrator, Superintendent
Transition Account	Board President, Business Administrator
General Account	Board President, Business Administrator, Superintendent
Lunchroom Account	Business Administrator, Superintendent
Net Payroll Account	Business Administrator, Superintendent
Payroll Agency Account	Business Administrator, Superintendent
Student Activity Account	Business Administrator, Superintendent
Athletic Account	Business Administrator, Athletic Director
Before/After School Program	Business Administrator, Program Director
Petty Cash – Transportation	Business Administrator, Director
Petty Cash – District	Business Administrator, Superintendent

Note: The Assistant Business Administrator is an alternate signer on all accounts.

30. Appointment of Professionals for 2013-2014 School Year

a. Legal Services:

- Approve to appoint and/or interview as Solicitor General Counsel of the Board of Education for the 2013/2014 school year:

1. Brown & Connery, LLP
2. Capehart Scatchard
3. DeCotiis, Fitzpatrick & Cole, LLP
4. Long, Marmero & Associates, LLP
5. Parker McCay, PA
6. Wade, Long, Wood & Kennedy, LLC

- Approve to appoint and/or interview as Solicitor, in the area of Special Education, of the Board of Education for the 2013/2014 school year:

1. Capehart Scatchard
2. DeCotiis, Fitzpatrick & Cole, LLP
3. Long, Marmero & Associations, LLP
4. Parker McCay, PA
5. Wade, Long, Wood & Kennedy, LLC

- Approve to appoint and/or interview as Solicitor, in the area of Labor Relations, of the Board of Education for the 2013/2014 school year.

1. Brown & Connery, LLP
2. Capehart Scatchard
3. DeCotiis, Fitzpatrick & Cole, LLP
4. Long, Marmero & Associates, LLP
5. Parker McCay, PA
6. Wade, Long, Wood & Kennedy, LLC

b. Auditor:

Approve to appoint Bowman & Company, LLC, 601 White Horse Road, Voorhees, NJ 08043, as the Auditor of the Board of Education for the 2013/2014 school year. (Sole Responder)

c. Insurance Broker:

1. Approve to appoint Conner Strong, 401 Rt. 73 North, Marlton, NJ 08053 as the Health Insurance Broker of the Board of Education for the 2013/2014 school year. (Sole Responder)
2. Approve to appoint Conner Strong, 401 Rt. 73 North, Marlton, NJ 08053 as the Insurance Broker of the Board of Education for the 2013/2014 school year.

d. Architect:

Approve to appoint and/or interview the Architect of the Board of Education for the 2013/2014 school year:

1. ARMM Associates, Inc.
2. CDA & I
3. LAN Associates
4. Radey Associates, Architects
5. Rodier Ebersberger Architects

e. Engineer:

Approve to appoint and/or interview the Engineer of the Board of Education for the 2013/2014 school year.

1. ARMM Associates, Inc.
2. Concord Engineering
3. LAN Associates

f. Substitute Teacher Services

Approve to appoint and/or interview the following Substitute Teacher Services for the 2013/2014 school year:

1. Delta Group
2. Source4Teachers

g. School Medical Officers:

Approve to appoint and/or interview the following physicians as School Medical Officers of the Board of Education for the 2013/2014 school year:

- ***Elementary:***
 - Dr. Stephanie S. Doyle (Sole Responder)
- ***Middle School:***
 - Dr. Julian M. Maressa (Sole Responder)
- ***High School:***
 - Dr. Julian M. Maressa, 181 West Whitehorse Pike, Berlin, NJ 08009 (Sole Responder)

h. Establishment of Petty Cash Fund

Approve the establishment of Petty Cash Fund Accounts, for the 2013/2014 school year, for each building/office as listed below:

- Athletic Office \$ 350.00
- Transportation \$ 500.00
- Petty Cash Distribution Account \$2,500.00

i. Depository of Funds for Demand Account & Savings Accounts

Approve TD Bank as the Official Depository of Funds for Demand Accounts and Savings Accounts until July 1, 2014.

j. Depositories of Funds for Investment Purposes

Approve the Institutions listed below as the Official Depositories for investment purposes for the 2013/2014 school year:

- Wells Fargo
- TD Bank
- Bank of America
- PNC Bank
- NJ Cash Management Fund

k. Official Newspapers

1. Approve the Philadelphia Inquirer and the Courier Post as the Official newspapers for the 2013/2014 school year.
2. Approve the Atlantic City Press, Hammonton News & The Record Breeze as alternate newspapers for the 2013/2014 school year.

l. Locations for Posting Meeting Announcements

Approve the following locations for the posting of meeting announcements of the Winslow Township Board of Education:

- Board of Education Administration Building
- Schools No. 1, No. 2, No. 3, No. 4, No. 5, No. 6
- Middle School
- High School
- Winslow Township Municipal Building
- South County Regional Branch Library
- Winslow Township Post Offices
- Bud Duble Center
- Edgewood Acres
- Elm Town

31. Board of Education Policy & Regulations

Approve Board of Education Policies & Regulations as currently written.

32. Wire Transfers

Approve the authorization to permit the Board Secretary/Business Administrator and/or designee to wire transfer funds between the Board of Education Bank accounts as necessary.

33. Tax Shelters/Annuity Companies

Approve employee deductions from employees' paychecks for the following tax shelters/annuity companies:

Tax Shelters

- Amerex Financial Advisors/IDS
- Citi-Street/Metlife
- Lincoln Investments
- Equitable
- Vanguard
- Fidelity Investments
- Thomas Seely
- Primerica
- Franklin Templeton
- Midland National

Disability Insurance

- AIG
- TPM
- Prudential Disability
- UNUM
- AFLAC

Note: This resolution is consistent with Board of Education Policy #6520.

34. Chart of Accounts

Approve the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools.

Note: This resolution is consistent with Board of Education Policy #6220.

35. Payment Between Board Meetings

Per 18A: 19-4.1, approve the Business Administrator/Board Secretary, to make payments on behalf of the Board of Education between Board Meetings, when such payments ensure the health and safety of students and staff or insure the orderly operation of the school district.

36. School District Officials

Approve the following School District Officials for the 2013/2014 school year as follows:

- Affirmative Action Officer/Sexual Harassment Officer – Dir. of Human Resources
- Right to Know Officer – Director of Human Resources
- 504 Officer – Director Human Resources
- PACO Officer (Public Agency Compliance Officer) – Bus. Adm./Bd. Secretary
- Custodian of Records (OPRA) – Business Administrator/Board Secretary
- Purchasing Agent – Business Administrator/Board Secretary

37. Shared Services Contracts

Approve the following Shared Services Contracts for the 2013/2014 school year as follows:

1. SJTP – Technology & Construction Services
2. ACES – Electricity & Gas
3. Ed Data – Supplies & Materials/Cooperative Skilled Trade Bids
4. Middlesex Regional Cooperative Pricing System (MRCPS)
5. EIRC

Note: MRCPS & EIRC are at no cost to the district.

38. Technology Services

Approve SJTP to provide long term professional technology services, Senior Systems Engineer and remote SMA for the 2013-2013 school year at a cost of \$328,000 through the Shared Service Agreement.

and further acknowledge the following statement :

I certify that there are sufficient funds available to purchase the items awarded in this contract.

Tyra McCoy-Boyle

On a motion made by _____, seconded by _____, approval of Business Administrator/ Board Secretary'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

XVI. 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	G. A.	FMLA	5/13/2013 5/31/2013	5/30/2013 6/15/2013	P U
B	B. M.	FMLA	5/22/2013	5/31/2013	P

2. Increment Withholding for 2013/2014

Approve the following Increment Withholding for the 2013/2014 school year:

	Name	Reason
A	D.C.	Conduct Unbecoming
B	M.S.	Attendance
C	J.V.	Attendance

3. High School Fall Coaches

Approve the following High School Fall Coaches for the 2013/2014 school year: (11-402-100-100-402-08)

	Fall Coach	Fall Coach Position	Stipend	Step
A	Mitchell, Justin	Assistant Football Coach	\$4,923.00	3
B	Rossi, Ron	Assistant Football Coach	\$4,923.00	3
C	Spahn, Matias	Assistant Football Coach	\$4,923.00	3
D	Taylor, Carl	Assistant Football Coach	\$4,923.00	3
E	Horne, George	Assistant Coed Cross Country Coach	\$3,281.00	3
F	McCormick, Rachel	Head Coed Cross Country Coach	\$4,923.00	3
G	Pino, John	Assistant Coed Cross Country Coach	\$3,155.00	2
H	Stowell, Allen	Assistant Girls' Soccer Coach	\$4,665.00	3
I	Stowell, Bruce	Head Girls' Soccer Coach	\$6,357.00	3
J	Caldwell, Kevin	Assistant Boys' Soccer Coach	\$4,486.00	2
K	Cuneo, Chris	Head Boys' Soccer Coach	\$6,357.00	3
L	Shiple, Matthew	Assistant Boys' Soccer Coach	\$4,665.00	3
M	Diaz, Suzanne	Assistant Girls' Tennis Coach	\$3,281.00	3
N	Totoro, John	Head Girls' Tennis Coach	\$4,923.00	3
O	Lee, Lauren	Head Fall Cheerleading Coach	\$4,923.00	3
P	McCarthy, Stefanie	Assistant Fall Cheerleading Coach	\$3,281.00	3
Q	Pelletier, Justin	Head Girls' Volleyball Coach	\$4,732.00	2
R	Angerstein, Russ	Summer Strength Training Coach	\$1,991.00	1
S	Taylor, Carl	Summer Strength Training Coach	\$1,991.00	1
T	Ingram, Norm	Fall Strength Training Coach	\$1,991.00	1

NOTE: Stipend may be amended pending new WTEA Negotiated Agreement

4. 2013 Summer Music Program-Middle School Revision

Approve the following Revision of the 2013 Summer Music Program Instructors at the Middle School:

			FROM		TO			
	Name	Position	Dates	Days	Dates	Days	Stipend	Step
A	DiLeonardo, Carol	Orchestra Teacher	7/8/2013-8/2/2013	Monday – Friday-5 days 8:30am-1:30pm	7/9/2013 – 7/19/2013	Monday-Thursday 8am-3pm	\$4,680	3
B	Lewis, Carol	Band Teacher	7/9/2013-8/1/2013	Tuesday, Wed. & Fri. (3 days) 8:30am-1:30pm	7/9/2013 – 7/19/2013	Monday-Thursday 8am-3pm	\$4,680	3

NOTE: Stipend may be amended pending new WTEA Negotiated Agreement

5. 2013/2014 Staff Transfers

Approve the following Staff Transfers for the 2013/2014 school year:

	FROM			TO	
	Name	Position	School	Position	School
A	Carnevale, Amy	Special Ed Teacher	No. 5	Special Ed Teacher	MS
B	Coley, Pat	Special Ed Teacher	MS	Special Ed Teacher	HS
C	Conley, Denise	Special Ed Teacher	No. 5	Special Ed Teacher	MS
D	Crispin, Joyce	Special Ed Teacher	MS	Special Ed Teacher	No. 6
E	DeShazior, Wanda	Special Ed Teacher	No. 5	Special Ed Teacher	HS
F	Faith, Lucille	Special Ed Teacher	No. 6	Special Ed Teacher	MS
G	Fleigel, Jamie	Psychologist	HS	Psychologist	No. 1 & 4
H	Fritsche, Joanne	Special Ed Teacher	HS	Special Ed Teacher	No. 6
I	Hind, Jane	LDT-C	No. 5	LDT-C	District –SSS-ODP
J	Jones, Charlotte	Special Ed Teacher	No. 6	Special Ed Teacher	MS
K	Kellner, Rhoda	LDT-C	HS	LDT-C	No. 5
L	Lewis, Therese	Special Ed Teacher	MS	Special Ed Teacher	HS
M	McCarthy, Barbara	English LA Teacher	MS	6 th Grade Teacher	No. 6
N	Montagno, Kim	Behavior Therapist	SSS	Behavior Therapist	No. 4 & 3
O	Panarello, Santina	Psychologist	No. 4 & 1	Psychologist	HS
P	Rodriguez, Hilda	Spanish Teacher	No. 5	Spanish Teacher	MS
Q	Thurston, Sandra	Special Ed Teacher	No. 6	Special Ed Teacher	HS

6. 2013 Summer High School Athletic Trainers

Approve the following 2013 Summer High School Athletic Trainers from July 15, 2013 through August 31, 2013 per contracted hourly rate:

	Name	Hourly Rate
A	Esposito, Melissa	\$37.73
B	McKnight, Mary	\$37.73

NOTE: Hourly rate may be amended pending new WTEA Negotiated Agreement

7. College Placements

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

	College/University	Student	Experience	Cooperating Teacher	School	Dates	Subject
A	Capella University	Louie, Melissa	Internship (Winsoar Program)	Jacob, Joseph	HS	10/1/2013-3/31/2013	Counseling
B	Grand Canyon University	Paul-Irons, Ruta	Student Teaching	Shifren, Stacy	No. 1	9/3/2013-12/18/2013	Elementary Special Ed

8. Job Description

Exhibit XVI: 8

Approve of the following Job Description for the 2013/2013 school year:

	Job Description
A	Director of Student Support Services

9. 2013 Summer Upper Elementary Music Program

- a. Approve the following 2013 Summer Elementary Orchestra Program Instructor to be held at School No. 6:

	Name	Dates/Times	Days	Total Hours	Hourly Rate
A	Jan, Nancy	7/8/2013 – 8/2/2013 8:30 a.m.-1:30 p.m.	10 days Monday - Friday	70	\$37.73

NOTE: Hourly rate may be amended pending new WTEA Negotiated Agreement

- b. Approve the following 2013 Summer Elementary Band Program Instructor to be held at School No. 5 and School No. 6:

	Name	Dates/Times	Days	Total Hours	Hourly Rate
A	Garton, Tim	7/9/2013 – 8/1/2013 8:30 a.m.-1:30 p.m.	12 days Tuesday, Wednesday & Thursday	60	\$37.73

NOTE: Hourly rate may be amended pending new WTEA Negotiated Agreement

10. Curriculum Development

- a. Approve the following Math Curriculum Writing Teachers for the purpose of creating, reviewing and updating alignment to the Common Core Curriculum Math Standards on an as needed basis from May 23, 2013 through August 30, 2013 at \$37.73 per hour: 20-273-100-100-000-00

	Name	Grade
A	Parker, Michelle	Elementary
B	Phero, Marie	Elementary
C	Shiple, Michelle	Elementary
D	Whiteman, Robyn	Middle School

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

Wednesday, May 22, 2013

Regular Board of Education Meeting

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XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. INFORMATIONAL ITEMS

XX. 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

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: _____