

WINSLOW TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Wednesday, November 13, 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. 2013 School Profiles Target Performance – Dr. H. Major Poteat

VIII. CORRESPONDENCE

IX. MINUTES

Regular Meeting

Wednesday, October 23, 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 **None at this time.**
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 the 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. 1
 - Scrips Gift Cards (Nov.-June) – H.S.A.
 - Texas Roadhouse Night (11/18/13) – H.S.A.
School No. 3
 - Chick-Fil-A Night (11/21/14) – P.T.O

School No. 5

- Fall Festival (11/15/13) – H.S.A.
- Kids Stuff Coupons (Oct.-Nov. 2013) – H.S.A.

WTHS

- Collect & Recycle Used Electronics (Nov. – May) – c/o 2016
- Penny Wars (Feb. 2014) – Class of 2016
- Popcorn Balls w/inspirational Quotes (Fall 2013) – African American Club
- Yankee Candles (Jan.-Feb) – Theatre Guild
- Green Room Fundraisers (Nov. 2013) – Stage Crew
- Green & White Ribbons for Sandy Hook (Nov.-Dec.) – Art Club
- Spirit Night at Chick-Fil-A (12/03/13) - FBLA

10. 2013-2014 Curriculum Revisions **Exhibit XIII A: 10**

Approve the 2013-2014 Curriculum revisions as listed in the attached exhibit.

11. NJ QAC

Approve the submission of the District Performance Review (DPR) responses and the Statement of Assurance (SOA) to the NJ DOE as required by the NJ QSAC monitoring process.

12. School No. 1 – Fall Food Drive

Approve School No. 1 to have its Annual Fall Food Drive beginning November 14, 2013 through November 21, 2013 to benefit families during the holidays.

13. School No. 1 – “Giving Tree”

- a. Approve School No. 1 to have its Annual “Giving Tree” Drive of winter weather wear beginning December 2, 2013 through December 20, 2013 for donation to the Lourdes Clothing Drive.
- b. Approve School No. 1 to have its Annual gift giving for families in need who attend School No. 1. The event is sponsored by the Christ Redeemer and Grace Community Family Church and will run from November 28, 2013 through December 20, 2013.

14. School No. 4 – Food Drive

Approve School No. 4 to have a Food Drive of non-perishable items for donation to the local food bank.

15. School No. 4 – Camden County Dental Program

Approve Ms. Diana DiPeri from the Camden County Dental Program to conduct 30 minute dental hygiene lessons for preschool students on a date to be determined in November or December.

16. School No. 4 – Holiday Donations

Approve School No. 4 to “adopt” identified families from the school for holiday donations. School No. 4 staff will donate items which will then be distributed to families determined to be in need.

17. School No. 4 – Professional Development

Approve Mr. Steve Hemple, Rowan University, to provide professional development to School No. 4 staff on Writer’s Workshop and Lucy Calkins Units of Study.

18. School No. 5 – 6th Grade Holiday Dance

Approve School No. 5 Sixth Grade Holiday Dance for December 13, 2013.

19. School No. 5 – Guest Speaker

Approve Mr. Williams Greene, of the Will Green Inspires Organization, to visit School No. 5 on November 14, 2013 to speak with students regarding character education and good decision making at no charge to the district.

20. WTHS – Financial Aid Night

Approve the High School Guidance Department to hold a Financial Aid Night on Monday, November 18, 2013 at 7:00 p.m. A representative from Camden County College will be a guest speaker.

21. WTHS – Guest Speaker

Approve Dr. Dennis D. Krasnokutsky, Assistant Professor of Music at Elizabeth City State University, to come and speak to Mr. Gouse’s orchestra classes about the music program at the University on a date to be determined in December.

22. WTHS – Guest Speakers

Approve the following Art Schools to visit WTHS and conduct presentations to art students as follows:

- Art Institute of Philadelphia – November 15, 2013
- Antonelli Institute – December 9, 2013
- Hussian School of Art – January 3, 2014
- University of the Arts – January 15, 2014

23. WTHS – Student Roundtable Discussion

Approve a student roundtable discussion for Thursday, January 9, 2014 in the High School Auditorium.

24. WTHS – Dream Catchers Assembly

Approve WTHS to invite Dream Catchers, an empowerment program designed for 9th grade students to motivate them to reach their full potential, on Wednesday, January 15, 2014.

25. WTHS – Guest Speaker

Approve Ms. Elethia Gay, Devry University, to speak with students in the health classes about business trends and new technology in the workplace on January 24 and January 27, 2014.

B. Principal's Updates

None at this time.

On a motion made by _____, seconded by _____, approval of Superintendent's Report is granted.	
Exceptions: _____	
<i>Roll Call:</i>	
_____ 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

Exhibit XIV B: 1

a. Approve the Line Item Transfers, for the month of September 2013, in accordance with N.J.S.A. 18A:22-8, as per the attached exhibit.

b. Approve the Request for Approval of Transfers for the month of September 2013 as per the attached exhibit.

2. Board Secretary's Report

Exhibit XIV B: 2

Approve the Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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.

3. Reconciliation Report

Exhibit XIV B: 3

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

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
- a. Approve the Vendor Bill List in the amount of \$1,776,605.99 as per the attached exhibit.
 - b. Ratify the Manual Bill List in the amount of \$17,398.20 as per the attached exhibit.

7. Payroll

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

- o October 15, 2013 \$2,159,793.42
- o October 30, 2013 \$2,161,245.49

8. 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 2012-2013 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

Commodity Service
Vehicle repairs

Vendor
General Spring Alignment Service

State Contract #
A73778

9. 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>
Gulab Gidwani	Cumberland County Academy Program	November 20, 2013	No Cost

10. The Alliance for Competitive Energy Services (ACES) **Exhibit XIV B: 10**

Approve the Winslow Township Board of Education to purchase Natural Gas Services and Electric Generation Services through The Alliance for Competitive Energy Services (ACES) through May 2018 per the attached Exhibit.

11. Change Order

Approve Change Order # 1 to MJJ Construction, LLC, Inc. in the amount of \$5,243.07 for vct and carpet installed in various schools.

Amount to be charged to 11-000-261-420

and further acknowledge the following statement:

I certify that there are sufficient funds available for the change order.

 Tyra McCoy-Boyle
 Business Administrator/Board Secretary

12. Comprehensive Maintenance Plan, M-1

Exhibit XIV B: 12

Approve the Comprehensive Maintenance Plan for each building as per the attached exhibit.

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. Dredde _____ Ms. Davis	
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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	L. D.	Medical	10/15/2013	11/6/2013	P
B	B. F. (Extension)	Medical	11/1/2013	12/20/2013	P
C	R. H. (Extension)	Medical	11/1/2013	11/30/2013	P

2. New Hire

Approve the following New Hire Appointment for the 2013/2014 school year:

	Name	Position	School	Prorated Salary	Effective
A	Harris, Darlene	Secretary	No. 2	\$33,995 – Step 7	11/16/2013

NOTE: Salary adjustment pending ratification of WTEA contract

3. Retirement

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

	Name	Position	School	Effective
A	Lorman, Lynn	School Nurse	HS	1/1/2014

4. Transfer

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

	FROM			TO		
	Name	Position	School	Position	School	Effective
A	Andress, Rosemarie	Secretary	HS	Secretary	No. 6	11/16/2013

5. Support Substitute

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

	Name	Position
A	Krafcigs, Katrina	Substitute Secretary

6. 2013-2014 WINSOAR Alternative Program-High School Teachers

Approve the following 2013/2014 WINSOAR Alternative Program-High School Teachers, from 2:00 p.m. to 6:00 p.m. at \$37.73 hourly rate:

	Name	Position
A	Calabria, John	Substitute Math Teacher
B	Gomez, Michelle	Spanish Teacher
C	Jarow, David	Substitute Math Teacher
D	McBride, Michael	Substitute Special Education Teacher

NOTE: Hourly rate adjustment pending ratification of WTEA contract

7. 2013/2014 Extended School Day Program Tutors

Approve the following 2013/2014 Extended School Day Program Tutors, on an as needed basis, for English Language Arts, Math and ESL to be held Tuesdays and Thursdays for one (1) hour tutorial sessions per day from October 2013 through April 2014 at Schools No. 1, 2, 3, 4, 5, 6 and High School at \$37.73 hourly rate:

- a. Regular Education Tutors for English Language Arts and Math at Schools No. 1 through No. 6 and High School: Title I (20-237-100-100-000-00)

	Name	Subject	School	Time
A	Alcoy-Clouser, Tracy	English Language Arts/Mathematics	No. 5	3:30 p.m. to 4:30 p.m.
B	Phero, Marie	Mathematics	No. 5	3:30 p.m. to 4:30 p.m.

NOTE: Hourly rate adjustment pending ratification of WTEA contract

- b. Special Education Tutors for English Language Arts and Math at Schools No. 1 through No. 6 and High School: IDEA (20-256-100-100-000-00)

	Name	Subject	School	Time
A	Dodd, Alison	Special Education	No. 5	3:30 p.m. to 4:30 p.m.
B	Giambrone, Michelle	Special Education	No. 6	3:30 p.m. to 4:30 p.m.
C	Harrison, Ashley	Special Education	No. 6	3:30 p.m. to 4:30 p.m.

NOTE: Hourly rate adjustment pending ratification of WTEA contract

8. Winter Coaches

- a. Approve the following Middle School Winter Coaches for the 2013/2014 school year: (11-402-100-100-402-07)

	Winter Coach	Winter Coach Position	Stipend	Step
A	Clementi, Joseph	Head Boys' Basketball Coach	\$2,370	1
B	DeRosa, Raymond	Assistant Wrestling Coach	\$1,641	3
C	Reiter, Katelyn	Assistant Girls' Basketball Coach	\$1,517	1
D	Rossi, Ronald	Head Girls' Basketball Coach	\$2,370	1
E	Watson, Jeff	Head Wrestling Coach	\$2,563	3
F	Whiteman, Robyn	Assistant Boys' Basketball Coach	\$1,517	1

NOTE: Stipend adjustment pending ratification of WTEA contract

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

	Winter Coach	Winter Coach Position	Stipend	Step
A	Regn, Keith	Assistant Wrestling Coach	\$4,732	2
B	Shaw, Timothy	Assistant Girls' Basketball Coach	\$4,551	1

c. Approve the following High School Volunteer Winter Coach for the 2013/2014 school year:

	Winter Coach	Winter Coach Position	Stipend	Step
A	Edwards, Elliott	Volunteer Assistant Girls' Basketball Coach	N/A	N/A

9. Co-Curricular Club/Activity Advisors

a. Approve the following High School Volunteer Co-Curricular Club/Activity Advisor for the 2013/2014 school year:

	Name	Activity Advisor	Stipend	Step
A	Wise, Veronica	Drama Club	N/A	N/A

b. Approve the following Middle School Co-Curricular Club/Activity Advisor for the 2013/2014 school year:

	Name	Activity Advisor	Stipend	Step
A	Rodriguez, Hilda	Spanish Club Co-Advisor	\$668 (a split)	N/A

10. 2013-2014 Home Instruction Tutors

Approve the following 2013/2014 Home Instruction Tutors on an as needed basis, effective November 13, 2013:

	Name	Subject Area	School	Hourly Rate
A	Conley, Denise	Special Education	MS	\$37.73
B	Dempkowski, Elena	English Language Arts	MS	\$37.73
C	DeShazor, Wanda	Special Education	HS	\$37.73
D	McBride, Christa	Elementary	MS	\$37.73
E	Rankin, Kecia	Special Education	MS	\$37.73
F	Rossi, Ronald	Math	MS	\$37.73
G	Russell, Bernadette	Science	MS	\$37.73

NOTE: Hourly rate adjustment pending ratification of WTEA contract

11. College Placements

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

	College/University	Student	Experience	Cooperating Teacher	Sch	Dates	Subject
A	Rowan University	Bobo, Ethan	Field Experience	Rossi, Ronald	MS	1/21/2014-5/9/2014	Math
B	Rowan University	Goffredo, Nicole	Field Experience	Giuliani, Melinda	No. 6	1/21/2014-5/9/2014	Elementary
C	Rowan University	Magazzu, Danielle	Field Experience	Sass, Lauren	No. 5	1/21/2014 - 3/14/2014	Health & PE
D	Rowan University	Magazzu, Danielle	Field Experience	Shaw, Bruce	No. 5	3/17/2014 - 5/9/2014	Health & PE
E	Rowan University	Watson, Danielle	Field Experience	Purdy, Teresa	No. 1	1/21/2014-5/9/2014	Elementary
F	Rowan University	Watson, Grace	Field Experience	Wames, Kimberly	No. 4	1/21/2014-6/20/2014	Elementary

12. 2013/2014 Curriculum Writing

Approve the Rescission of the following 2013/2014 Curriculum Writing Teacher, effective 10/27/2013:

	Name	Subject Area
A	Henderson-Jackson, Karla	Science

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 October 24th and November 13, 2013:

Number of Requests Received	Approved	Denied
0	0	0

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. INFORMATIONAL ITEMS

1. Tentative 2014-2015 Budget Calendar

Tentative 2014-15 Budget Calendar

October 30, 2013	Meeting with Department Heads and Administrators to review budget parameters.
Week of November 18, 2013	Budget Handbook and Preparation Packages distributed to all Principals and Directors. Attend Principals' meeting to review handbook and procedures.
November 26, 2013	Operations Committee meeting – discuss budget parameters with committee members.
December 19, 2013	Budgets due to the Business Office.
January 13 – 20, 2014	Business Administrator, Assistant Superintendent and Director of Human Resources to meet with Principals and Directors to review budgets. Revisions will be recommended if required.
January 22, 2014	Operations Committee meeting – update budget status.
Week of January 27, 2014	Superintendent, Assistant Superintendent, Director of Human Resources and Business Administrator meet to review draft budget.
February 25, 2014	Operations Committee Meeting.
February 26, 2014	Finalize proposed Budget.
Week of March 3, 2014	Approve 2014-15 Budget to be submitted to the County Office. (May require a Special Meeting.)
Last week in March 2014	Public Hearing (May require a Special Meeting.)

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 November 13, 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 _____;

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