

WINSLOW TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting
Wednesday, November 28, 2012
Winslow Township School No. 5
Agenda
7:00 p.m.

I. PUBLIC NOTICE of this meeting was given to all Board Members and Associates in a notice dated **04/30/12**. 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

Patricia Davis
Lorraine Dredde
Gulab Gidwani
John Korostowski
Joanne Masciocchi
Cheryl Pitts
Gail P. Watkins

Aleta Sturdivant, Vice President
Julie A. Peterson, 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. 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. PRESENTATION

1. Winslow Township School No. 3 – Math Through Technology & Music

VIII. MINUTES

Regular Meeting

Wednesday, November 14, 2012

Open/Closed Sessions

On a motion made by _____, seconded by _____, approval of Minutes is granted. Exceptions: _____ <i>Roll Call:</i> _____ Ms. Davis _____ Ms. Dredden _____ Mr. Gidwani _____ Mr. Korostowski _____ Ms. Masciocchi _____ Ms. Pitts _____ Ms. Watkins _____ Ms. Sturdivant _____ Ms. Peterson	
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IX. BOARD COMMITTEE REPORTS

X. 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: _____ <i>Voice Vote:</i>
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XI. ADJOURNMENT OF PUBLIC COMMENTS

On a motion made by _____, seconded by _____, approval to adjourn Public Comments is granted. Exceptions: _____ <i>Voice Vote:</i>
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XII. 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 XII A: 3**

Approve the Security/Fire Drill Report, for the month of October 2012, as per the attached exhibit.
4. Field Trips **Exhibit XII A: 4**

Approve Field Trips for the 2012-2013 school year as listed in the attached exhibit.
5. Professional Development/Workshops & Conferences **Exhibit XII A: 5**
 - a. Approve Professional Development opportunities as per the attached exhibit.
 - b. Approve the Professional Development opportunity as listed below:

Title: Language Arts Literacy
Date(s): October 2012 – April 2013
Audience: Classroom Teachers of Grades 4 - 12
Presenter: Dr. Joseph Giampalmi, Asst. Professor/Writing Consultant
Rowan University
Costs: \$26,400 (22 days)
Funding: NCLB
Description: The objective of the program is in correlation with the Superintendent's primary goal; raising student achievement. Training will encompass content specific literacy strategies, transitioning to the Common Core Standards, text complexity, interdisciplinary instructional practices, test preparation strategies, college and career readiness and professional development.

- c. Approve the Professional Development opportunity as listed below:

Title: "RAPS" All Levels
Date(s): November 26, 2012 through November 30, 2012
Audience: Grades K-5 Teaching staff from Winslow, West Deptford School District and Waterford Township School District
Presenter: Reading Assist Institute Trainer
Costs: No Cost to District for hosting workshop on site
Description: This five day RAPS workshop is an intervention program appropriate for both Tier II and Tier III interventions. This workshop will help build literacy skills necessary for reading. Fluency, vocabulary and comprehension will be addressed through the use of the program's decodable text.

- d. Approve the Professional Development opportunity as listed below:

Title: SMART Board Training
Date(s): TBD
Audience: Middle School Classroom Teachers
Presenter: Thomas Shown, SMART-Certified Trainer, T-tech Solutions
Costs: \$450.00 (Two 1 ½ hour trainings)
Funding: NCLB – Title II
Description: To teach teachers how to effectively use the interactive SMART Board technology to create interactive lessons, and to find content and various websites to support classroom instruction. The first training will focus on introductory skills and the second training will be dedicated to more advanced skills.

- e. Approve the Professional Development opportunity as listed below:

Title: Writing with Spice
Date(s): December 10 & January 14
Audience: Teachers
Presenter: Joseph Jacyshyn - EIRC
Costs: \$2,200 (Two visits)
Funding: NCLB
Description: Presenter will coach, model and mentor teachers on implementing Language Arts Literacy strategies to improve student performance.

6. Tuition Students **Exhibit XII A: 6**
Approve the placement of Tuition Students as listed in the attached exhibit.
7. Terminate Out-of-District Placements **Exhibit XII A: 7**
Approve to terminate Out-of-District Placements as listed in the attached exhibit.
8. Homeless Student(s) **Exhibit XII A: 8**
Approve the listing of Homeless students as per the attached exhibit.
9. Fundraiser(s) **Exhibit XII A: 9**
Approve the following fundraisers for the 2012-2013 school year as listed below and as per the attached exhibit:
- School No. 1
- Holiday Shoppe (December 2012) – H.S.A.
- School No. 3
- Staff Jeans Day (2nd Friday of each month) – Sch #3 Spirit Committee
 - Family Night at Nick's Pizza (12/04/12) – P.T.O.
 - Holiday Shoppe (December 2012) – P.T.O.
 - Penny Collection (Nov./Dec. 2012) – Sch #3 Spirit Committee
- School No. 5
- Jeans Day (Nov./Dec. 2012) – H.S.A.
 - Jeans Day (12/14/12) – H.S.A.
- School No. 6
- Jeans Day (12/14/12) – H.S.A.
- WTMS
- Applebees Breakfast (02/09/13) – H.S.A.
 - Family Movie Night (12/14/12) – H.S.A.
- WTHS
- "Restore the Shore" Bracelets (Nov./Dec. 2012) – Leo Club
10. School No. 1 – Everyday Math Parent Workshop
Approve School No. 1 to have an Everyday Math Parent Workshop on Wednesday, December 12, 2012 at 6:30 p.m. for an opportunity for parents and students to participate as a family and familiarize themselves with math manipulatives and website.

11. WTHS – After School SAT & College Essay Writing Workshop

Approve WTHS for After School SAT Prep and College Essay Writing Workshops as follows:

- o Tuesday SAT Prep 2:00 p.m. – 3:00 p.m. (1 Teacher) 6 weeks
- o Thursday College Essay Writing 2:00 p.m. – 3:00 p.m. (1 Teacher) 4 Weeks

12. WTHS – Davon T. Jones Foundation Toy Drive

Exhibit XII A: 12

Approve WTHS to participate in the Davon T. Jones “Smile for Toys” Drive during the month of December 2012.

Note: All items collected will be donated to needy families in the community.

13. WTHS – Guest Speaker (2012-2013)

Approve a representative from Devry University to visit the classroom of Ms. Hess, High School Business Teacher, on January 9, 2013, to speak with her students about college and career opportunities.

14. Special Education – Corrective Action Plan (Finding #2-Evaluation Procedures)

Pursuant to N.J.A.C. 6A:14-3.4 and N.J.A.C. 6A:14-3.8 the District shall adhere to all guidelines and regulations and ensure that all evaluations are completed in a timely manner.

B. Principal’s Updates

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

Exhibit XII B: 1
Exhibit XII B: 2
Exhibit XII B: 3

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

XIII. 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. Treasurer's 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 XIII B: 6**

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

- Manual Bill List \$ 4,310.60
- Vendor Bill List \$825,488.93

7. Payroll

Approve Payroll for the months of September and October 2012 as listed below:

- September 15, 2012 \$2,149,078.47
- September 17, 2012 (Retro) \$2,877,009.19
- September 30, 2012 \$2,146,986.64
- October 15, 2012 \$2,131,945.67
- October 30, 2012 \$2,158,418.97

8. Use of Facilities

Approve the Use of Facilities as listed below:

- a. The Institute for Excellence Charter School, 41 South Route 73, Hammonton, NJ:
Winslow Township High School: Wednesday, December 19, 2012
6:00 – 9:00 p.m.
Grades K – 5 Winter Concert

Note: An application fee and usage fee will be charged per Board Policy.

- b. Winslow Elite Track and Field:
Winslow Township High School: Monday - Thursday
March 11, 2013 – July 25, 2013
6:00 – 8:00 p.m.

Note: No fees for this request.

9. Comprehensive Maintenance Plan, M-1

Exhibit XIII B: 9

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

10. New Jersey School Boards Association – Professional Development/Board Members

WHEREAS, The Winslow Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and,

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and,

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and,

WHEREAS, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and,

WHEREAS, The Board of Education finds that a mileage reimbursement rate equal to that of the federal Internal Revenue Service mileage reimbursement rate of \$.31 per mile is a reasonable rate; and,

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs are in compliance with the district policy on travel; therefore be it

RESOLVED, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Winslow Township Board of Education authorizes in advance, as required by statute, attendance at ***the following NJSBA training program and informational event:***

<u>Board Member Name</u>	<u>Program Name</u>	<u>Date</u>	<u>Event Cost</u>
Cheryl Pitts	STEM – Science, Technology, Engineering, Mathematics	December 3, 2012	No Cost
Gail Watkins	STEM – Science, Technology Engineering, Mathematics	December 3, 2012	No Cost
Gulab Gidwani	STEM – Science, Technology Engineering, Mathematics	December 3, 2012	No Cost

11. Joint Transportation Agreement with Hammonton Board of Education 2012-2013

Approve a Joint Transportation Agreement between the Winslow Township Board of Education and the Hammonton Board of Education during the 2012-2013 school year for sports and field trips to various locations at a District rate of \$50.00/hour with a 4 hour minimum.

12. Professional Development – System 3000 Training

Approve System 3000 Year End Payroll Processing Training for the following Business Office staff members on December 4, 2012 at no cost to the district:

- Charmette Vernon-Long – Assistant BA
- Regina Smith – Payroll Bookkeeper
- Mac Williams - Payroll Bookkeeper

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

Exceptions: _____

Roll Call:

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

XIV. PERSONNEL

1. Leaves of Absence

None at this time.

2. New Hires

A. Approve the following New Hire – Leave of Absence Teacher for the 2012/2013 school year: (11-130-100-101-099-06)

	Name	School	Position	Per Day	Effective
A	Fingerhut, Chelsea (maternity- Shipley, M.)	No. 6	6 th Grade Teacher	\$100.00	12/17/2012- 2/21/2013

B. Approve the following New Hire for the 2012/2013 school year:
 (11-213-100-101-099-06)

	Name	School	Position	Prorated Salary	Effective
A	Giambrone, Michelle (replacing Cunningham, J.)	No. 5	Special Ed Teacher (RC)	\$48,361 BA – Step 1	1/1/2013

3. College Placements

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

	College/ University	Student	Experience	Cooperating Teacher	Sch	Dates	Subject
A	Rowan University	Czaja, Nicole	Clinical Practice	Lemons, Lena	No. 1	1/22/2013- 5/10/2013	Elementary
B	Rowan University	Thomas, Bethia	Practicum	Reid, Susie	MS	1/22/2013- 5/10/2013	Counseling
C	Rowan University	Moritz, Karissa	Clinical Practice	Purdy, Theresa/ Harry, Vanessa	No. 1	1/22/2013- 5/10/2013	Elementary/ Special Ed

4. WINSOAR

Approve the following WINSOAR Program Teacher for the 2012/2013 school year: (11-140-100-101-160-08)

	Name	Position	Hourly Rate
A	Knodt, Kathy	Teacher of Social Studies	\$37.73

5. Volunteers

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

	Name	Volunteer Club/Coach	School
A	Guarrera, Kelley	Assistant Girl's Basketball Coach	High School
B	Jones-Harden, Lori	Classroom	No. 3
C	Nelson, Aliyah	Assistant Girl's Basketball Coach	High School

6. Extended School Day Program at High School

Approve the following Teachers for the Extended School Day Program on an "as needed" basis not to exceed 2 hours per day at the High School for the 2012/2013 school year: (20-236-100-100-000-08)

	Name	Subject	Hourly Rate
A	Nagy, Teresa	Math Teacher	\$37.73
B	D'Amore, Lyndsay	Math Teacher	\$37.73
C	Baylinson, Adrienne	English Teacher	\$37.73
D	Nicholas, Wayne	English Teacher	\$37.73
E	McCormick, Rachel	Math Teacher	\$37.73

7. Mentor

Approve the following Mentor for the 2012/2013 school year:
(11-110-100-101-099-03)

	Mentor Name	Mentee Name	School	Effective
A	Dolbow, Jennifer	Neumuller, Rhonda (\$550)	No. 3	11/1/2012

8. Winslow Child Development Program

Approve the following Winslow Child Development Program Service Worker for the 2012/2013 school year: (11-000-320-930-000-17)

	Name	Time	Hours	Hourly Rate	Location	Effective
A	Gonzalez, Summer	8:30 AM – 2:00 PM	5.5	\$10.00	Academy	1/1/2013

9. Coaches/Co-Curricular Club Advisors

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

	Name	Winter Coach Position	Stipend	Step
A	Regn, Keith	Assistant Wrestling Coach	\$4,551	1

10. Game Monitor/Ticket Taker/Security

Approve the following Game Monitor/Ticket Taker/Security for games at the High School for the 2012/2013 school year: (11-402-100-100-402-08)

	Name
A	Caldwell, Kevin

On a motion made by _____, seconded by _____, approval of Personnel Matters is granted.
Exceptions: _____

Roll Call:

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

XV. INFORMATIONAL ITEMS

XVI. OLD BUSINESS

XVII. NEW BUSINESS

XVIII. EXECUTIVE SESSION

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

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

XIX. ADJOURNMENT OF EXECUTIVE SESSION Time: _____

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

XX. ADJOURNMENT Time: _____

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