

**WINSLOW TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**  
**Wednesday, January 29, 2014**  
**Winslow Township Middle School**  
**Agenda**  
**7:00 p.m.**

**I. PUBLIC NOTICE** of this meeting was given to all Board Members and Associates in a notice dated **01/23/2014**. 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**

Larry Blake  
Ewuniki Brown  
Patricia Davis  
Lorraine Dredde  
Gulab Gidwani  
Gail P. Watkins  
Hassan Wilcox

Julie A. Peterson, Vice President  
Cheryl Pitts, 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. School No. 4 Presentation – "Words are Freedom"

**VIII. CORRESPONDENCE**

**IX. MINUTES**

Reorganization/Regular Meeting      Tuesday, January 7, 2014      Open Session

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

**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

Approve the Security/Fire Drill Report, for the month of December 2013, as listed below:

School	Dates of Drills	Type of Drills	Elapsed Time
No. 1	12/19/13 12/19/13	Bomb threat Fire	3 minutes 2 min. 31 sec.
No. 2	12/20/13 12/17/13	Bomb threat Fire	6 min. 29 sec. 4 min. 27 sec.
No. 3	12/03/13 12/20/13	Fire Bomb threat	2 minutes 3 minutes
No. 4	12/04/13 12/18/13	Fire Active Shooter	4 min. 53 sec. 4 min. 29 sec.
No. 5	12/19/13 12/13/13	Non fire evacuation Fire	4 minutes 1 min. 30 sec.
No. 6	12/18/13 12/17/13	Fire Bomb threat	2 min. 49 sec. 10 min. 25 sec.
WTMS	12/19/13 12/13/13	Lockdown Fire	8 minutes 1.5 minutes
WTHS	12/19/13 12/05/13	Non fire evacuation Fire	6 minutes 5 minutes

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**

a. Approve Professional Development opportunities as presented in the attached exhibit.

b. Approve the Professional Development opportunity as listed below:

Title: Writing Methodology for Expository  
Date(s): February 27, 2014 (8:00 a.m. – 3:00 p.m.)  
Audience: No. 5 & No. 6 – Grade 6 Teachers, Coaches & Rdg. Specialist  
Presenter: Empowering Writers, LLC  
Costs: \$3,100.00  
Funding: NCLB Title II  
Description: The Empowering Writers workshop will focus on demonstrating specific strategies to teach expository writing as per the writing program. Teachers will participate as students during modeled instruction.

c. Approve the Professional Development opportunity as listed below:

Title: Engaging Materials, Activities, & Strategies  
Date(s): February 14, 2014 (In-Service Day)  
Audience: Classroom Teachers Grades PK-6  
Presenter: Lakeshore Learning  
Costs: \$,2500  
Funding: NCLB Title II  
Description: Experimentation of materials related to Creative Curriculum for PK to K for ELA and Mathematics. Awareness of motivation Phonics and comprehension activities for Grades 1-3. The provision of supplemental materials that will build vocabulary and comprehensive skills, especially making inferences for Grades 4 to 6.

d. Approve the Professional Development opportunity as listed below:

Title: Engaging Reading Strategies Workshop  
Date(s): February 14, 2014 (In-Service Day)  
Audience: Classroom Teachers  
Presenter: Reading Horizons  
Costs: \$80.00  
Funding: NCLB Title II  
Description: To provide techniques and strategies that can supplement the existing programs in order to accommodate the needs for struggling learners.

e. Approve the Professional Development opportunity as listed below:

Title: Integrating Technology with Online Tools  
Date(s): February 14, 2014 (In-Service Day)  
Audience: Classroom Teachers  
Presenter: John Berger - EIRC  
Costs: \$1,200.00  
Funding: NCLB Title II  
Description: To empower teachers to acquire knowledge to close the achievement gaps in their classrooms by integrating a range of technology tools to engage, teach and assess their students.

f. Approve the Professional Development opportunity as listed below:

Title: SMART Board Training  
Date(s): February 14, 2014 (In-Service Day)  
Audience: Classroom Teachers  
Presenter: Thomas Shown, SMART Certified Trainer, T-Tech Solutions  
Costs: \$1,000.00  
Funding: NCLB Title II  
Description: To teach various SMART board techniques for beginner and advanced users on how to effectively use the interactive SMART Board technology to create interactive lessons and to find content and various website to support classroom instruction.

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 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

- Scholastic Book Fair (March 2014) – H.S.A.

School No. 4

- Collection of Entenmanns Bites Pouches for Terracycle (Jan.-June) – H.S.A.

School No. 5

- Scholastic Book Fair/Family Night (March 2014) – H.S.A.

School No. 6

- Shoparoo Program – H.S.A.

WTMS

- Chipotle Dine Out Nights (Feb. 21, Mar. 14, Apr. 11, May 9, June 13) – H.S.A.

WTHS

- Joe Corbi (February 2014) – Peer Mediation

10. Vendor – Beyond Communication

Approve Beyond Communication, 114 Straube Center Boulevard, Suite 191, Pennington, NJ 08534, as a vendor to complete Speech and Language Evaluations at a cost of \$140.00 per hour during the 2013-2014 school year.

11. School No. 1 – “Sadayah & Friends” Assembly

Approve School No. 1 to have an assembly for students entitled “Sadayah & Friends” (a musical about African American culture) on February 12, 2014 at a cost of \$1,500. The program will be funded through the student activity account.

12. School No. 2 – “Words Have Power” Jubilee Children’s Entertainment

Approve School No. 2 to have an assembly for students entitled “Words Have Power” by the Jubilee Children’s Entertainment Group on Thursday, January 23, 2014 at a cost of \$450.00 to be funded by the School No. 2 H.S.A.

13. School No. 5 – Cherrydale DJ Dance Party

Approve School No. 5 H.S.A. to sponsor a one hour DJ Dance Party for the top sellers in the Cherrydale fundraiser on February 24, 2014. The cost will be funded by the H.S.A.

14. School No. 5 – Cherrydale Lunch

Approve School No. 5 H.S.A. to sponsor a limo ride and lunch at Applebees for the top sellers in the Cherrydale fundraiser on February 23, 2014. The cost will be funded by the H.S.A.

15. School No. 6 – “No Mystery in Black History” Queen Nur

Approve School No. 6 to have an assembly for students entitled “No Mystery in Black History) by Queen Nur Entertainment on a date to be determined in February. The program will be funded by the School No. 6 H.S.A.

16. School No. 6 - Donation

Approve the acceptance of a donation of \$1,400.00 (in the form of gift cards) to School No. 6 from the Rozier family.

17. School No. 6 – Fitness Assemblies

Approve School No. 6 H.S.A to sponsor two fitness assembly programs, performed by House of Fun and Fitness on a date to be determined. The programs, at \$700 each, will be funded by the H.S.A.

18. WTMS – Career Day

Approve Middle School “Career Day” for April 4, 2014 from 8:30 a.m. – 2:00 p.m. at the Middle School where guest speakers from various businesses and professions, as well as college representatives, will visit the school to speak to students.

19. WTMS – Father/Daughter Dance

Approve WTMS, in collaboration with Students Against Destructive Decisions (SADD) and the H.S.A., to sponsor a Father/Daughter Dance on May 16, 2014 to promote self-esteem, self-awareness, cultural exposure and parental involvement for students.

20. WTHS – JROTC Military Ball

Approve WTHS JROTC Military Ball for Friday, April 11, 2014 from 7:00 p.m. to 11:00 p.m. at a venue to be determined.

21. WTHS – Camden County College Visit

Approve representatives from Camden County College to visit WTHS on April 29, 2014 to speak with high school seniors about enrollment for the fall of 2014.

22. WTHS – Kiwanis Club Visit

Approve representatives from the local Kiwanis Club to visit WTHS, on a date to be determined, to speak with Key Club members.

23. Out of District Students – IDEA Grant

Approve the list below of 2013-2014 Out of District students to be applied to the IDEA Grant (#20-256-100-500-000-00):

Student	School	SY Tuition	Purchase Order Number
1429	Archway	35,856.00	PO#400216
1436	Archway	35,856.00	PO#400252
1434	Archway	35,856.00	PO#400223
1430	Archway	35,856.00	PO#400217
1432	Archway	35,856.00	PO#400221
1451	Archway	35,856.00	PO#400791
1414	Bancroft	50,139.00	PO#400186
1416	Bancroft	50,139.00	PO#400190
1419	Bancroft	50,139.00	PO#400196
1449	Yale Cherry Hill	46,121.40	PO#400771
1448	Yale Cherry Hill	46,121.40	PO#400771
1478	Yale Cherry Hill	46,121.40	PO#401184
1476	Yale Cherry Hill	46,121.40	PO#400977
1450	Yale Cherry Hill	46,121.40	PO#400771
1408	Kingsway	39,155.40	PO#400169
1407	Kingsway	39,155.40	PO#400168
1406	Kingsway	39,155.40	PO#400167
1405	Kingsway	39,155.40	PO#400165
1409	Kingsway	39,155.40	PO#400171
1411	Brookfield Academy	49,140.00	PO#400184
1444	Garfield Park Academy	46,260.00	PO#400781

**B. Principal's Updates**

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

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

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, approval of Superintendent's Report is granted.

Exceptions: \_\_\_\_\_

Roll Call:

\_\_\_\_\_ Mr. Blake  
 \_\_\_\_\_ Ms. Brown  
 \_\_\_\_\_ Ms. Davis  
 \_\_\_\_\_ Ms. Dredden

\_\_\_\_\_ Mr. Gidwani  
 \_\_\_\_\_ Ms. Watkins  
 \_\_\_\_\_ Mr. Wilcox  
 \_\_\_\_\_ Ms. Peterson  
 \_\_\_\_\_ Ms. Pitts



**XIV. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT**

**A. REPORTS**

- 1. Sodexo (Food Service) Report **Exhibit XIV A: 1**

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

- 1. Line Item Transfers **None at this time.**
- 2. Board Secretary's Report **None at this time.**
- 3. Reconciliation 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 XIV B: 6**
  - a. Approve the Vendor Bill List in the amount of \$1,630,565.62 as per the attached exhibit.
  - b. Ratify the Manual Bill List in the amount of \$870,845.95 as per the attached exhibit.
- 7. Payroll **None at this time.**
- 8. Disposal of School Property and Books **Exhibit XIV B: 8**

Approve the Disposal of School Property and Books per the attached exhibit.

Location	Department	Description
Middle School	Technology	Printers and Computers – Damaged/not working
High School	Math Department	Overhead Projectors – Old
	Math Department	Geometry, Algebra , and Calculus Textbooks - Old

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>
Larry Blake	Governance I Weekend Orientation	March 14-16, 2014	No Cost
Hassan Wilcox	Governance I Weekend Orientation	March 14-16, 2014	No Cost

10. Use of Facilities

Approve the following Use of Facilities:

School	Organization	Dates	Day/Time	Room	Fee
Middle School	Rutgers University, Center for Government Services	January 28, 2014 – February 20, 2014	Monday, Tuesday, Wednesday 5:30 – 8:30 p.m. 9 Sessions	Transportation Department	\$200 application fee \$40/room/night
High School	Winslow Elite Track and Field	March 11, 2014 - *July 26, 2014	Monday – Thursday 6:00 – 8:30 p.m.	Fields	Fees waived

\*Contingent on receiving an updated insurance certificate.

11. Township of Winslow – Election Polling Facilities

Approve the Township of Winslow to utilize School No. 4, 541 Kali Road, Sicklerville, NJ from 5:00 a.m. – 9:00 p.m. as an Election Polling Facility as follows:

- Primary Election Day – Media Center – June 3, 2014
- General Election Day – All Purpose Room – November 4, 2014

12. Larc School – Free or Reduced Lunch

**BE IT RESOLVED**, that the Winslow Township Board of Education does not require the Larc School to charge students for reduced and/or paid meals for the 2014 – 2015 school year.

**Note:** The cost of the meals will be included in the tuition. Larc School will meet the nutritional needs of each student by providing specific meals according to their Individualized Education Program (IEP).

13. Systems 3000

Approve payment to Systems 3000 in the amount of \$12,226.00 for a 6 month license extension. A prorated amount may be refunded upon complete removal of proprietary software. To be charged to 11.000.252.340

<p>On a motion made by _____, seconded by _____, approval of Business Administrator/ Board Secretary's Report is granted.          Exceptions: _____          Roll Call:</p>	
_____ Mr. Blake	_____ Mr. Gidwani
_____ Ms. Brown	_____ Ms. Watkins
_____ Ms. Davis	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
	_____ Ms. Pitts

**XV. PERSONNEL**

1. Leaves of Absence

Approve the following Leaves of Absence pursuant to documents filed in the Office of Human Resources:

	Name	Type of Leave	From	To	Paid/Unpaid
A	A. F.	Medical	1/10/2014	2/14/2014	P
B	S. F. (extension)	Maternity	9/1/2014	12/31/2014	U
C	H. L.	FMLA	1/21/2014	1/31/2014	U
D	C. N.	Maternity	3/31/2014 5/14/2014	5/13/2014 6/30/2014	P U
E	K. R.	Maternity	4/14/2014 5/10/2014	5/9/2014 6/30/2014	P U
F	C. S.	Medical	1/2/2014	1/31/2014	P

2. New Hires

a. Approve the following New Hires as Long Term Substitutes for the 2013/2014 school year:

	Name	Position	School	Prorated Salary	Effective
A	Bates, Carolyn	Physical Science Teacher (Long Term Substitute)	HS	\$48,361 – BA – Step 1	2/1/2014 – 6/30/2014
B	Douglas, Tina	Special Education Teacher (Long Term Substitute)	No. 4	\$50,761 – MA – Step 1	2/1/2014 – 6/30/2014
C	Robinson, Shannon	English Teacher (Long Term Substitute)	HS	\$48,361 – BA – Step 1	2/1/2014 – 6/30/2014

**NOTE: Salary adjustment pending ratification of WTEA contract**

b. Approve the revised start date for the following New Hire Appointment for the 2013-2014 school year:

	Name	Position	From	To
A	Bey, April	Secretary – (Part-time) NJ School Based Program-HS	2/1/2014	1/21/2014

3. Resignation

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

	Name	Position	School	Effective
A	Kaur, Ramnit	Special Education Teacher	No. 4	1/10/2014

4. Transfer

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

	FROM			TO		
	Name	Position	School	Position	School	Effective
<b>A</b>	Licht, Meagan	Special Ed Teacher	No. 4	Kindergarten Teacher	No. 4	2/1/2014

5. College Placements

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

	College/University	Student	Experience	Cooperating Teachers	School	Dates	Subject
<b>A</b>	Rowan University	Degraw, Rachel	Field 20-hours Experience	Sutphen, Mary Ann	No. 3	2/3/2014-5/21/2014	Special Education
<b>B</b>	Rowan University	Falcone, Michelle	Field Experience	Grainger, Donna	No. 3	1/21/2014-5/9/2014	Elementary Education
<b>C</b>	Rowan University	Falcone, Michelle	Field Experience	Holmdel, Pamela	No. 3	1/21/2014-5/9/2014	Special Education
<b>D</b>	Rowan University	Freda, Jenna	Field 20-hours Experience	Reim, Kristin	No. 6	2/3/2014-5/21/2014	Special Education
<b>E</b>	Rowan University	Goldberg, Jennifer	Field Experience	Sass, Lisa	HS	1/21/2014-5/9/2014	English
<b>F</b>	Rowan University	Gregory, Alexandra	Field 20-hours Experience	Venere, Honore	No. 5	2/3/2014-5/21/2014	Special Education
<b>G</b>	Rowan University	Jumes, Katherine	Field 20-hours Experience	Broyles, Tina	No. 5	2/3/2014-5/21/2014	Special Education
<b>H</b>	Rowan University	Kane, Devin	Field 20-hours Experience	Schmidt, Melissa	No. 6	2/3/2014-5/21/2014	Special Education
<b>I</b>	Rowan University	Kehoe, Danielle	Field 20-hours Experience	Boinelli, Kate	No. 3	2/3/2014-5/21/2014	Special Education
<b>J</b>	Rowan University	Shute, Ashleigh	Field Experience	Donohue, Carol	MS	1/21/2014-5/9/2014	Social Studies
<b>K</b>	Rowan University	Trucksess, Patrick	Field Experience	Franceschini, Kevin	No. 6	2/3/2014 – 3/12/2014	Health & PE
<b>L</b>	Rowan University	Trucksess, Patrick	Field Experience	Fisher, Christina	No. 6	3/24/2014 – 4/30/2014	Health & PE

6. WINSOAR Alternative Program-Middle School

Approve the following 2013/2014 WINSOAR Alternative Program-Middle School Teacher, from 2:30 p.m. to 6:30 p.m. at \$37.73 hourly rate:

	Name	Position
A	Darcangelo, Heather	Middle School Math Teacher

**NOTE: Hourly rate adjustment pending ratification of WTEA contract**

7. 2013/2014 Home Instruction Tutors

Approve the following 2013/2014 Home Instruction Tutors on an as needed basis, effective January 22, 2014:

	Name	Subject Area	School	Hourly Rate
A	Carmen, Annette	Biology	HS	\$37.73
B	Nichols, Wayne	English	HS	\$37.73

8. Job Descriptions

**Exhibit XV: 8**

a. Approve the Job Descriptions as listed below and as per the attached exhibits:

	Job Description Titles
A	Assistant Superintendent of Curriculum and Instruction
B	Athletic Trainer
C	Behaviorist
D	Mentor Teacher
E	Preschool Teacher
F	WINSOAR Program Administrator

b. Approve the Abolishment of the following Job Descriptions:

	Job Description Titles
A	Assistant Superintendent
B	Attendance Officer/Substitute Staff Placement Person
C	Director of Curriculum & Instruction
D	Early Childhood Education Teacher
E	Literacy Coach – Reading Elementary
F	Reading Teacher
G	School Board Secretary
H	School Bus Driver/District Driver

**Wednesday, January 29, 2014**

Regular Board of Education Meeting

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9. Contracts

Approve the Ratification and Affirm the Contracts for the Assistant Superintendent of Curriculum and Instruction and Business Administrator/Board Secretary for the 2013/2014 fiscal year with a 10-day option to amend.

On a motion made by _____, seconded by _____, approval of Personnel Report is granted.	
Exceptions: _____	
Roll Call:	
_____ Mr. Blake	_____ Mr. Gidwani
_____ Ms. Brown	_____ Ms. Watkins
_____ Ms. Davis	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
	_____ Ms. Pitts

**XVI. ADDENDUM**

**XVII. OPEN PUBLIC RECORDS ACT (OPRA) REQUESTS**

1. The Winslow Board of Education processed the following OPRA Requests between January 7, 2014 through January 17, 2014:

Number of Requests Received	Approved	Denied
7	6	1

**XVIII. OLD BUSINESS**

1. APPOINTMENT OF DELEGATES AND BOARD COMMITTEES

- A. NJ School Boards Association  
Representative: Ms. Cheryl Pitts  
Alternate: Ms. Patricia Davis
- B. Camden County School Boards  
Representative: Ms. Ewuniki Brown  
Alternate: Mr. Gulab Gidwani
- C. NJ Urban Boards Committee  
Representative: Mr. Larry Blake  
Alternate: Ms. Ewuniki Brown
- D. Camden County Educational Services  
Representative: Ms. Julie Peterson  
Alternate: Ms. Gail Watkins
- E. Citizens Advisory Committee  
Chairperson: Mr. Gulab Gidwani  
Representative: Mr. Larry Blake  
Representative: Ms. Cheryl Pitts  
Representative: Ms. Gail Watkins
- F. Education Committee  
Chairperson: Ms. Julie Peterson  
Representative: Mr. Larry Blake  
Representative: Ms. Ewuniki Brown  
Representative: Ms. Lorraine Dredden

- G. Policy/HR Committee  
 Chairperson: Ms. Patricia Davis  
 Representative: Ms. Lorraine Dredden  
 Representative: Ms. Cheryl Pitts  
 Representative: Ms. Larry Blake
  
- H. Township Liaison Committee  
 Chairperson: Ms. Julie Peterson  
 Representative: Ms. Gail Watkins  
 Representative: Mr. Hassan Wilcox
  
- I. Operations Committee  
 Chairperson: Ms. Lorraine Dredden  
 Representative: Ms. Gulab Gidwani  
 Representative: Mr. Hassan Wilcox  
 Representative: Ms. Julie Peterson
  
- J. Negotiations Committee  
 Chairperson: Ms. Julie Peterson  
 Representative: Ms. Lorraine Dredden  
 Representative: Mr. Gulab Gidwani
  
- K. Marketing Committee  
 Chairperson: Ms. Ewuniki Brown  
 Representative: Ms. Gail Watkins  
 Representative: Mr. Hassan Wilcox
  
- L. Adopt a School Board Representative

School	Representative
School No. 1	Patricia Davis
School No. 2	Lorraine Dredden
School No. 3	Gail Watkins
School No. 4	Larry Blake
School No. 5	Ewuniki Brown
School No. 6	Gulab Gidwani
Middle School	Julie Peterson
High School	Hassan Wilcox



2. 2014 Board Of Education Meetings

Approve 2014 Board of Education Meeting Dates as listed below:

<i>Regular Meeting</i>	<i>Time</i>	<i>Location</i>	<i>Regular Mtg.</i>	<i>Time</i>	<i>Location</i>
			Wednesday, Jan. 22, 2014	7:00 p.m.	WTMS
Wednesday, Feb. 12, 2014	7:00 p.m.	WTMS	Wednesday, Feb. 26, 2014	7:00 p.m.	WTMS
Wednesday, Mar. 12, 2014	7:00 p.m.	WTMS	Wednesday, Mar. 26, 2014	7:00 p.m.	WTMS
Wednesday, April 9, 2014	7:00 p.m.	WTMS	Wednesday, April 30, 2014	7:00 p.m.	WTMS
Wednesday, May 14, 2014	7:00 p.m.	WTMS	Wednesday, May 28, 2014	7:00 p.m.	WTMS
Wednesday, June 11, 2014	7:00 p.m.	WTMS	Wednesday, June 25, 2014	7:00 p.m.	WTMS
Wednesday, July 9, 2014	7:00 p.m.	WTMS	Wednesday, July 23, 2014	7:00 p.m.	WTMS
Wednesday, Aug. 13, 2014	7:00 p.m.	WTMS	Wednesday, Aug. 27, 2014	7:00 p.m.	WTMS

On a motion made by _____, seconded by _____, the approval of the Old Business is granted.	
<b>Exceptions:</b>	
_____ Mr. Blake	_____ Mr. Gidwani
_____ Ms. Brown	_____ Ms. Peterson
_____ Ms. Davis	_____ Ms. Pitts
_____ Ms. Dredden	_____ Ms. Watkins
	_____ Mr. Wilcox

**XIX. NEW BUSINESS**

1. Office of Fiscal Accountability & Compliance (OFAC) Report on Examination Carl D. Perkins Audit for the Project Period: July 1, 2011 to June 30, 2012 **Exhibit XIX: 1**

Findings:

1. Expenditures incurred for an unapproved program totaling \$6,431.39 were improperly charged to the federal award.
2. Expenditures of \$221.28 were incorrectly charged to the Perkins grant.
3. Inventory records furnished by the LEA were not adequately maintained and incomplete.
4. The LEA did not ensure compliance with the certain Perkins guidelines while administering the grant.

**Wednesday, January 29, 2014**

Regular Board of Education Meeting

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**XX. INFORMATIONAL ITEMS**1. Security/Fire Drill Reports (September 2013 – November 2013)

School	Dates of Drills	Type of Drill	Elapsed Time
No. 1	9/11/13 9/27/13 10/29/13 10/22/13 11/14/13 11/26/13	Fire Tier 1 Lockdown Fire Lockdown Active Shooter Fire	2 min. 14 sec. 8 min. 45 sec. 2 min. 40 sec. 4 min. 15 sec. 4 min. 50 sec. 2 min. 51 sec.
No. 2	9/18/13 9/19/13 10/9/13 10/29/13 11/18/13 11/25/13	Fire Non fire evacuation Fire Lockdown Fire Lockdown	3 min. 10 sec. 6 min. 10 sec. 2 min. 35 sec. 3 min. 36 sec. 3 min. 36 sec. 4 min. 35 sec.
No. 3	9/19/13 9/30/13 10/21/13 10/31/13 11/18/13 11/25/13	Fire Tier 1 Lockdown Fire Lockdown Fire Active Shooter	2 minutes 3 minutes 3 minutes 3 minutes 2 minutes 5 minutes
No. 4	9/9/13 9/12/13 10/15/13 10/30/13 11/25/13 11/22/13	Fire Non-fire evacuation Fire Lockdown Fire Active Shooter	5 min. 18 sec. 7 min. 45 sec. 4 min. 20 sec. 10 min. 12 sec. 4 min. 31 sec. 5 min. 28 sec.
No. 5	9/12/13 9/6/13 10/25/13 10/18/13 11/18/13 11/25/13	Non-fire evacuation Fire Lockdown Fire Fire Active Shooter	4 min. 1 min. 45 sec. 4 minutes 1 min. 56 sec. 1 min. 40 sec. 8 minutes
No. 6	9/11/13 9/16/13 10/7/13 10/29/13 11/22/13 11/27/13	Fire Non fire evacuation Lockdown Fire Fire Active Shooter	3 min. 12 sec. 10 min. 04 sec. 15 minutes 2 min. 58 sec. 3 min. 12 sec. 9 min. 15 sec.
WTMS	9/17/13 9/20/13 10/21/13 10/25/13 11/20/13 11/15/13	Fire Non fire off site evacuation Fire Lockdown Fire Active Shooter	2 minutes 5 minutes 2 minutes 7 minutes 2 minutes 8 minutes
WTHS	9/10/13 9/30/13 10/24/13 10/31/13 11/19/13 11/25/13	Fire Non fire evacuation Fire Lockdown Fire Lockdown	7 minutes 8 minutes 6 minutes 7 minutes 5 minutes 6 minutes

**XXI. 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 January 22, 2014 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 \_\_\_\_\_;

**Wednesday, January 29, 2014**

Regular Board of Education Meeting

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**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:	
_____ Mr. Blake	_____ Mr. Gidwani
_____ Ms. Brown	_____ Ms. Watkins
_____ Ms. Davis	_____ Mr. Wilcox
_____ Ms. Dredden	_____ Ms. Peterson
	_____ Ms. Pitts

**XXII. ADJOURNMENT OF EXECUTIVE SESSION Time: \_\_\_\_\_**

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

**XXIII. ADJOURNMENT Time: \_\_\_\_\_**

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